# DIRECT & INDIRECT NARRATION

## MADE EASY



EFZAL ANWARE MUFTI



QAUMI KUTUB KHANA

19, FEROZEPUR ROAD, LAHORE

TEACH YOURSELF ENGLISH SERIES-BOOK IV



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## MADE EASY

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## پیش لفظ

جب دو یا دو سے زیادہ شخصوں کے درمیان کوئی گفتگو ہوتی ہے تو اُسے بیان کرنے کے دو ہی طریقے ہیں۔ایک میں ہم کہنے یا لکھنے والے کے الفاظ کو اُسی طرح دہرا دیتے ہیں جس طرح وہ اُس کے منہ سے نکلے یا اُس کے قلم سے عالم وجود میں آئے تھے۔اور دوسرے میں ہم اُن کا مفہوم بلا کم و کاست اپنے الفاظ میں بیان کر دیتے ہیں۔پہلے انداز بیان کو DIRECT NARRATION کہا جاتا ہے اور دوسرے کو INDIRECT NARRATION۔انگریزی لکھنے اور بولنے میں ہمیں دونوں طریقہ ہائے بیان سے واسطہ پڑتا ہے۔اس لیے اپنی اہمیت کے پیش نظریہ مڈل سے بی اے تک کے اِمتحانات کے انگریزی کے مجوزہ نصاب ہائے تعلیم میں شامل ہیں اور ہر سال ہر امتحان میں ایک طرز کے فقروں کو دوسری طرز کے فقروں میں تبدیل کرنے کے متعلق سوالات آتے رہتے ہیں۔

مفہوم کے لحاظ سے انگریزی میں فقروں کی پانچ قسمیں ہیں اور اُنھیں ایک طرز سے دوسری طرز میں تبدیل کرنے کے لیے جہاں کچھ اُصول مشترک ہیں وہاں کچھ اصول مختلف بھی ہیں۔اُصولوں کے اِسی اِختلاف میں یگانگت سے بہت سی اُلجھنیں پیدا ہو جاتی ہے۔یہ کتابچہ طلبہ اور طلبات کو اِنھی الجھنوں سے نجات دینے کی غرض سے لکھا گیا ہے۔اِس میں مثالوں کی مدد سے ہر ایک قسم کے فقروں کے متعلق ہر ایک اُصول کو اِنتہائی وضاحت سے بیان کر کے DIRECT & INDIRECT NARRATION کو حقیقتاً بازیچہء اطفال بنا دیا گیا ہے اور مجھے یقین ہے کہ اس کے مطالعہ سے اِنشاء اللہ تعالیٰ سکولوں اور کالجوں کے طلبہ اور طلبات مستفید ہونے کے بیش قیمت فوائد حاصل ہوں گے۔

افضل انور مفتی

23 (این) سمن آباد، لاہور

مورخہ 25 جنوری سن 1976 عیسوی





## آیئے میں آپ کو انگریزی سیکھنے کا طریقہ بتاؤں

درست انگریزی لکھنے اور اُسے روانی سے بولنے کے لیے تین باتوں کا جاننا ضروری ہے:۔

1. اردو سے انگریزی میں ترجمہ کرنے کی صلاحیت

اس کے بغیر آپ انگریزی میں اپنے خیالات کا اظہار نہیں کر سکتے۔

2. انگریزی گرائمر کے بنیادی قاعدوں پر مکمل عبور

اِس کے بغیر آپ کے فقروں کی بناوٹ اور اُن میں الفاظ کی ترتیب درست نہیں ہو سکتی۔

3. فعل کا صحیح استعمال

اگر VERB اور TENSE کی بناوٹ درست نہ ہو تو فقروں کے درست ہونے کا سوال ہی پیدا نہیں ہوتا۔جب اِن تینوں چیزوں پر پورا پورا عبور حاصل ہو جائے تو انگریزی بول چال اور انگریزی کی تحریر میں زندگی کی لہر دوڑنے لگ جاتی ہے۔یہ عبور حاصل کرنے کے لیے میدان ہموار کرنے کی خاطر میں نے چند کتابچے تحریر کیے ہیں جن میں سے ایک آپ کے ہاتھوں میں ہے اور پانچ اگلے دو صفحات پر درج ہیں۔اِن میں سے ہر ایک کتابچے کو میری ہدایات کے مطابق کم از کم بیس اور زیادہ سے زیادہ تیس دنوں میں ختم کیجیے۔

## 1. TENSES MADE EASY

یہ کتابچہ آپ کو TENSES کی بناوٹ اور ان کے استعمال کے قاعدوں سے کماحقہٗ آگاہ کرے گا۔ اور اس کی افادیت کا اندازہ آپ کو اُس وقت ہوگا جب اس کے مطالعہ سے درست انگریزی لکھنے اور بولنے کا راز روزِ روشن کی طرح آپ پر عیاں ہو جائے گا۔ اس میں ہر ایک TENSE کے AFFIRMATIVE' NEGATIVE اور INTERROGATIVE فقروں کی بناوٹ کی تشریحات اور گردانوں، بے شمار مثالوں حل طلب مشقوں اور امتحانی سوالات کے علاوہ تقریباً دوسو VERBS کی تینوں تینوں FORMS نے اسے بلاشبہ ایک گنج گراں مایہ بنا دیا ہے۔ سفید کاغذ پر دورنگہ طباعت۔

## 2. TRANSLATION MADE EASY

یہ ایک کتابچہ اُردو سے انگریزی میں ترجمہ کرنے کے فن پر ایک منفرد تالیف ہے جس میں TENSES کے استعمال کے مختلف پہلوؤں کو اُجاگر کرنے اور اصل عبارت کی جیتی جاگتی تصویر اُتارنے کا ڈھنگ سکھانے کی ایک کامیاب کوشش کی گئی ہے۔ اس کا اندازِ بیان اس موضوع پر لکھی ہوئی ہر ایک کتاب سے بالکل انوکھا ہے۔ اس میں بے شمار مثالیں بھی ہیں، اُن سے اخذ کیے ہوئے اُصول بھی اور ترجمے کے میدان میں اعتماد سے آگے بڑھنے کے لیے حل طلب مشقیں بھی۔ خوبصورت ٹائٹل اور سفید کاغذ پر دورنگہ طباعت۔

## 3. ACTIVE & PASSIVE VOICE MADE EASY

ہر ایک فقرہ یا ACTIVE VOICE میں ہوتا ہے اور یا PASSIVE VOICE میں۔ اس کتابچے میں ہر ایک TENSE کی PASSIVE VOICE کی بناوٹ PASSIVE VOICE کے فقروں کا انگریزی میں ترجمہ اور ایک VOICE کے فقروں کی دوسری VOICE میں تبدیلی، غلط فقروں کی تصحیح اور لاتعداد مثالوں سے اخذ







کیے ہوئے زریں اصولوں کی تشکیل اور اُنھیں بروئے کار لانے کے لیے حل طلب مشقوں کی موجودگی نے اس ننھی منی تالیف کو ہر لحاظ سے عدیم المثال بنا دیا ہے۔ خوبصورت ٹائٹل اور دورنگہ طباعت۔

## 4. THE VERB & RELATED WORDS MADE EASY

اس کتابچے میں VERBS کی تینوں FORMS اور ان سے بننے والے ADJECTIVES, NOUN اور ADVERBS بھی موجود ہیں، اُن کے معانی بھی اور چھوٹے چھوٹے فقروں میں اُن کا استعمال بھی۔ اس کے مطالعہ سے آپ کے ذخیرۂ الفاظ میں بلاشبہ 3500 الفاظ کا اضافہ ہوگا اور آپ اُنھیں فقروں میں استعمال بھی کر سکیں گے۔ اس لیے یہ کتابچہ انگریزی لکھنے اور بولنے کی صلاحیت پیدا کرنے میں آپ کو خضرِ راہ کا کام دے گا۔ (اپنے شہر کے کتب فروش سے طلب کیجیے)

## 5. GOOD HANDWRITING MADE EASY

لکھائی اور خوشخطی کا چولی دامن کا ساتھ ہے۔ اگر لکھائی بھدی اور بدنما ہو تو اُسے پڑھنا تو درکنار دیکھنے کو بھی جی نہیں چاہتا۔ لیکن اگر وہ خوش نما اور دل کش ہو تو وہ لکھنے والی شخصیت کے متعلق بہت عمدہ تاثرات دینے کا باعث ہوتی ہے۔ اس کتابچے کو سالہا سال کے ٹھوس تجربے کی بنا پر کچھ اس طرح مرتب کیا گیا ہے کہ صرف چند دنوں کی مشق سے آپ اپنی لکھائی کو خوبصورت اور دلکش بنا سکتے ہیں خوشخطی کی مروجہ کاپیوں کی فرسودہ سلسلوں سے ہٹ کر اسے دورنگہ طباعت سے ایک انوکھے انداز میں پیش کیا گیا ہے اور ہمیں پختہ

یقین ہے کہ اس ایک کتابچے کی مدد سے آپ کی لکھائی بفضلہٖ تعالیٰ صرف ایک ہی مہینے میں قابلِ رشک حد تک خوش نما بن جائے گی۔

براہ راست منگوانے کا پتہ

قومی کتب خانہ، 19فیروزپور روڈ لاہور





فرض کیجیے کہ آپ اپنے کمرے میں بیٹھے اپنے دوستوں سے باتیں کر رہے ہیں کہ کوئی شخص آپ کا دروازہ کھٹکھٹاتا ہے۔ آپ باہر جاتے ہیں تو آپ کو اپنا خالہ زاد بھائی صولت اپنے سکوٹر پر بیٹھا دکھائی دیتا ہے۔ آپ کے اصرار کے باوجود وہ اندر نہیں آتا، کیونکہ وہ جلدی میں ہے اور کہتا ہے کہ اُوپر جا کر خالہ جان سے کہہ دیجیے کہ میرے والد صاحب آج شام خیبر میل سے کراچی جا رہے ہیں اور وہ چاہتے ہیں کہ خالہ جان آج دوپہر کا کھانا اُن کے ساتھ ہی کھائیں۔ یہ کہہ کر صولت تو اپنی راہ لیتا ہے اور آپ دروازہ بند کر کے سیدھا اُوپر چلے جاتے ہیں تا کہ صولت کا پیغام اپنی امی جان کی خدمت میں عرض کر دیں۔ اس کے دو طریقے ہیں۔

1۔ صولت صاحب کے الفاظ کو ہو بہو اسی طرح دہرانا جس طرح وہ ان کے منہ سے نکلے تھے۔

2۔ صولت صاحب کے پیغام کا مفہوم اپنے الفاظ میں بیان کر دینا۔ پہلی صورت میں آپ جو کچھ کہیں گے وہ مندرجہ ذیل ہوگا۔

Mother, Saulat was here just a minute before and he said to me, "My father is leaving for Karachi, by the Khyber Mail, this evening; and he wants auntie to have her lunch with him today.

اس اندازِ بیان کو انگریزی میں **DIRECT NARRATION** یا **DIRECT FORM OF SPEECH** کہا جاتا ہے۔

دوسری صورت میں آپ جو کچھ کہیں گے وہ اس طرح ہوگا:

Mother, Saulat was here just a minute before and he told me that his father was leaving for Karachi, by the Khyber Mail that evening and that he wanted you to have your lunch with him that day.

اس اندازِ بیان کو انگریزی میں **DIRECT NARRATION** یا **DIRECT FORM OF SPEECH** کہا جاتا ہے۔

اس کتابچے کے اگلے صفحات میں ہم ان ہی دونوں اندازہائے بیان پر مناسب تفصیل سے بحث کریں گے۔

## INTRODUCTION

''روایتِ لفظی'' (یعنی DIRECT NARRATION) میں کہنے والے کے الفاظ کو--- کسی ردّ و بدل کے بغیر--- ہوبہو اُسی طرح دُہرا دیا جاتا ہے۔جس طرح وہ اُس کے منہ سے نکلے ہوں ۔لیکن ''روایتِ معنوی'' (یعنی INDIRECT NARRATION) میں کہنے والے کے منہ سے نکلے ہوئے الفاظ نہیں بلکہ اُن کا مفہوم --- انتہائی صحت کے ساتھ --- دوسرے لفظوں میں بیان کر دیا جاتا ہے ۔اب اس ابتدائی تشریح کی روشنی میں ذیل کے فقروں کا بڑے غور سے مطالعہ کیجیے:

**Direct Narration**--She said to me , "**I received** this telegram from **your** father **yesterday**."

**Indirect Narration**--She said to me that **she had received that** telegram from **my father the previous day.**

آپ کوفوراً پتہ چل جائے گا کہ:-

1۔دونوں فقروں کے مفہوم میں قطعاً کوئی فرق نہیں ہے۔

2۔پہلے فقرے میں INVERTED COMMAS موجود ہیں۔اور اُن سے پہلے بھی ایک COMMA ہے۔لیکن دوسرے فقرے میں ان دونوں چیزوں کا کوئی وجودنہیں ہے۔

3۔پہلے فقرے کے VERB کا TENSE دوسرے فقرے کے VERB کے TENSE سے بالکل مختلف ہے۔

4۔پہلے فقرے کے PRONOUNS دوسرے فقرے میں استعمال ہونے والے PRONOUNS سے بالکل مختلف ہے۔

5۔پہلے فقرے کے دوالفاظ---THIS اور YESTERDAY--- کی جگہ دوسرے فقرے میں ان سے بالکل مختلف الفاظ نے لے لی ہے۔

یہ تمام تبدیلیاں یونہی اتفاقیہ نہیں بلکہ چند مخصوص اور مقررہ قاعدوں کے مطابق عمل میں آئی ہیں ۔ ان قاعدوں کا حال مناسب







تفصیل کے ساتھ ہم ذیل میں بیان کیے دیتے ہیں۔لیکن اس سے پہلے مندرجہ ذیل باتیں اچھی طرح نوٹ کرلیجیے:

1۔جو عبارت INVERTED COMMAS سے باہر ہوتی ہے اُسے REPORTING SPEECH کہا جاتا ہے اور اُس کا VERB انگریزی گریمر کی رو سے REPORTING VERB کہلاتا ہے۔

2۔جو عبارت INVERTED COMMAS کے اندر ہوتی ہے اُسے REPORTED SPEECH کہا جاتا ہے اور اُس کا VERB انگریزی زبان کی گریمر کی رو سے REPORTED VERB کہلاتا ہے۔

3۔ان دونوں SPEECHES کو DIRECT FORM میں ایک COMMA کے ذریعے ایک دوسرے سے الگ کردیا جاتا ہے۔

### (A) Changes in the Person of Pronouns

کسی فقرے کی REPORTED SPEECH میں ان تبدیلیوں کے سلسلہ میں کچھ کہنے سے پہلے یہ ضروری ہے کہ PRONOUNS کے متعلق چند ضروری معلومات فراہم کردی جائیں۔

1۔جو PRONOUNS کسی فقرے کو DIRECT NARRATION سے INDIRECT NARRATION کا روپ دیتے ہوئے تبدیل ہوتے ہیں انھیں PERSONAL PRONOUNS کہا جاتا ہے۔

2۔یہ PERSONAL PRONOUNS کسی شخص یا جگہ یا چیز کے لیے استعمال ہوتے ہیں۔

3۔جو PRONOUNS ''متکلم'' (یعنی گفتگو کرنے والا) اپنے لیے استعمال کرتا ہے انھیں PERSONAL PRONOUNS OF THE 1ST PERSON کہا جاتا ہے۔

4۔جو PRONOUNS ''مخاطب'' (یعنی وہ شخص جس سے گفتگو کی جائے) کے لیے استعمال ہوتے ہیں انھیں PERSONAL PRONOUNS OF THE 2ND PERSON کہا جاتا ہے۔

5۔جو PRONOUNS ''غائب'' (یعنی وہ شخص یا جگہ یا

چیز جس کے متعلق ذکر کیا جائے) کے لیے استعمال ہوتے ہیں انھیں PERSONAL PRONOUNS OF THE 3RD PERSON کہا جاتا ہے۔

یہ تمام کے تمام PRONOUNS بھی ذیل کے چارٹ میں درج ہیں اور ان کا حل اور استعمال بھی۔ انھیں اچھی طرح زبانی یاد کر لیجیے۔

| Person | (Number) Sing. Plulr. واحد یا جمع | (Gender) Mas. Fam. مذکر یا مونث | بطور Subject استعمال ہونے والے | Subject اور Object دونوں کے ساتھ استعمال ہونے والے | | بطور Object استعمال ہونے والے |
|---|---|---|---|---|---|---|
| I | Sing. | Mas.&Fem. | I | my* | mine* | me |
| | Plural. | Mas.&Fem. | we | our* | ours* | us |
| II | Sing. | Mas.&Fem. | thou | thy* | thine* | thee |
| | Plural. | Mas.&Fem. | you | your* | yours* | you |
| III | Sing. | Mas. | he | his* | his* | him |
| | Sing. | Fem. | she | her* | hers* | her |
| | Sing. | Neuter. | it | its* | its* | it |
| | Plural. | Mas.Fem. & Neuter. | they | their* | theirs* | them |

دیکھیے صفحہ 13 کا فٹ نوٹ

دیکھیے صفحہ 13 کا فٹ نوٹ۔





اس چارٹ میں سے آپ موٹے حروف میں چھپے ہوئے Pronouns کو بالکل نظر انداز کر دیجیے کیونکہ یہ صرف نظم میں استعمال ہوتے ہیں اور یا پھر انجیل میں یا قرآن شریف کے انگریزی تراجم میں "اللہ تعالیٰ" کے لیے۔

اب ذیل میں دیے ہوئے دونوں کالموں کے فقروں کو بڑے غور سے پڑھ کر ان کا ایک دوسرے کے ساتھ مقابلہ کیجیے:۔

| | DIRECT SPEECH | | INDIRECT SPEECH |
|---|---|---|---|
| 1. | He says, "I am ill." | 1. | He says that he is ill. |
| 2. | She says, "My book is new." | 2. | She says that her book is new. |
| 3. | You say, "My brother is very kind to me." | 3. | You say that your brother is very kind to you. |
| 4. | They will say, "We do not work hard." | 4. | They will say that they do not work hard. |
| 5. | I will say, "I have spoken the truth." | 5. | I will say that I have spoken the truth. |
| 6. | She says to us, "I am your neighbour." | 6. | She says to us that she is our neighbour. |
| 7. | He says to us, "I respect you." | 7. | He says to us that he respects us. |
| 8. | They say to me, "You cannot help him." | 8. | They say to me that I cannot help him. |
| 9. | You will say to him, "Your brother beats them." | 9. | You will say to him that his brother beats them. |
| 10. | We say to her, "Your uncle will not hate them." | 10. | We say to her that her uncle will not hate them. |

یہ PRONOUNS جس NOUN کے ساتھ استعمال ہوتے ہیں وہ ان کے فوراً بعد آجاتا ہے (جیسے I love my country میں country، my کے فوراً بعد آ گیا ہے)۔

آ یہ PRONOUNS جس NOUN سے رشتہ، تعلق یا ملکیت ظاہر کرتے ہیں وہ ان سے پہلے آجاتا ہے (جیسے This book is mine میں book پہلے آ گیا ہے اور mine بعد میں آیا ہے)۔

دونوں کالموں کے فقروں کا مقابلہ کرتے ہوئے آپ سمجھ گئے ہوں گے کہ Reported Speech کے:

1۔ 1st Person کے Pronouns ہمیشہ Reporting Speech کے Subject کے Person کے مطابق تبدیل ہوتے ہیں۔

2۔ 2nd Person کے Pronouns ہمیشہ Reporting Speech کے Object کے Person کے مطابق تبدیل ہوتے ہیں۔

3۔ 3rd Person کے Pronouns میں قطعاً کوئی تبدیلی واقع نہیں ہوتی۔

اب ان مثالوں اور ان سے اخذ کیے ہوئے اصولوں کی روشنی میں ذیل کی مشق کو حل کیجیے۔

## EXERCISE 1

**Put into the Indirect Form of Speech:.**
1. She says, " I read the Holy Quran." 2. They say, "We love Pakistan." 3. He will say, "I do not mix with bad boys." 4. You say, "I respect my teacher." 5. Faisal says, "I shall go to Karachi by the Khyber Mail." 6. You say, "I speak the truth." 7. He will say, "I have sent him a telegram." 8. They will say, "We are going to Mecca." 9. She says, "I have visited Medina twice." 10. He says, "My father is a landlord." 11. Your friends say, "We shall obey him." 12. They say, "We have done our duty." 13. You say, "I respect my elders." 14. She says, "I was sitting beside them." 15. He says to me, "I live near your house." 16. They will say to him, "We do not know you." 17. You say to him, "I was your classfellow." 18. She says to me, "My son gives you two apples every day." 19. He will say to you, "I have come to you for help." 20. I shall say to him, "You have broken the jug of this tea-set."

### (B) Changes in the Tenses of Verbs

کسی فقرے کی REPORTED SPEECH میں ان تبدیلیوں کو سمجھنے سے پہلے ضروری ہے کہ آپ TENSES کی مختلف صورتوں کو پہچاننے کے قابل ہو جائیں۔







TENSE کے معنی ہیں ''زمانہ'' اور زمانے --- اردو میں بھی اور انگریزی میں بھی --- تین ہیں: (1) موجودہ (2) گزرا ہوا اور (3) آنے والا۔

''موجودہ زمانے'' کو اردو میں ''فعل حال'' اور انگریزی میں PRESENT TENSE کہا جاتا ہے۔

''گزرے ہوئے زمانے'' کو اردو میں ''فعل ماضی'' اور انگریزی میں PAST TENSE کہا جاتا ہے۔

''آنے والے زمانے'' کو اردو میں ''فعل مستقبل'' اور انگریزی میں FUTURE TENSE کہا جاتا ہے۔

انگریزی میں ہر ایک TENSE کی چار چار صورتیں (FORMS) ہیں۔
اور یہ تمام کی تمام ایک چارٹ کی شکل میں درج ذیل ہیں۔

| FORM | PRESENT | PAST | FUTURE |
|---|---|---|---|
| INDEFINITE. | I go. | I went. | I shall go. |
| | We go. | We went. | We shall go. |
| | You go. | You went. | You will go. |
| | He goes. | He went. | He will go. |
| | She goes. | She went. | She will go. |
| | It goes. | It went. | It will go. |
| | They go. | They went. | They will go. |

(صفحہ 14 کا فٹ نوٹ)

TENSES کی بناوٹ اور ان کی مکمل تشریح کے لیے میرے لکھے ہوئے کتابچے TENSES MADE EASY کا مطالعہ کیجیے۔

| FROM | PRESENT | PAST | FUTURE |
|---|---|---|---|
| CONTINUOUS. | I am going. | I was going. | I shall be going. |
| | We are going. | We were going. | We shall be going. |
| | You are going. | You were going. | You will be going. |
| | He is going. | He was going. | He will be going. |
| | She is going. | She was going. | She will be going. |
| | It is going. | It was going. | It will be going. |
| | They are going. | They were going. | They will be going. |
| PERFECT. | I have gone. | I had gone. | I shall have gone. |
| | We have gone. | We had gone. | We shall have gone. |
| | You have gone. | You had gone. | You will have gone. |
| | He has gone. | He had gone. | He will have gone. |
| | She has gone. | She had gone. | She will have gone. |
| | It has gone. | It had gone. | It will have gone. |
| | They have gone. | They had gone. | They will have gone. |
| PERFECT CONTINUOUS. | I have been going. | I had been going. | I shall have been going. |
| | We have been going. | We had been going. | We shall have been going. |
| | You have been going. | You had been going. | You will have been going. |
| | He has been going. | He had been going. | He will have been going. |
| | She has been going. | She had been going. | She will have been going. |
| | It has been going. | It had been going. | It will have been going. |
| | They have been going. | They had been going. | They will have been going. |

اب ایک ایک کر کے ذیل میں دیے ہوئے دونوں کالموں کے فقروں کو پڑھ کر ان کا مقابلہ کیجیے:

| DIRECT SPEECH | INDIRECT SPEECH |
|---|---|
| 1. She says, "I live with my parents." | 1. She says that she lives with her parents. |
| 2. He will say, "My daughter will look after her." | 2. He will say that his daughter will look after her. |





| DIRECT SPEECH | INDIRECT SPEECH |
|---|---|
| 3. You say, "I bought it of my own accord." | 3. You say that you bought it of your own accord. |
| 4. We said, "We play a match every day." | 4. We said that we played a match every day. |
| 5. She said, "My father is going with me." | 5. She said that her father was going with her. |
| 6. They said, "We have bought a bungalow in Murree." | 6. They said that they had bought a bungalow in Murree. |
| 7. She said, "I have been eating rice since last evening." | 7. She said that she had been eating rice since last evening. |
| 8. He said, "I wrote a letter to my uncle." | 8. He said that he had written a letter to his uncle. |
| 9. They said, "We were going to school on foot." | 9. They said that they had been going to school on foot. |
| 10. The doctor said, "I had already seen many patients." | 10. The doctor said that he had already seen many patients. |
| 11. We said, "We had been working since morning." | 11. We said that we had been working since morning. |
| 12. The doctor said to him, "She will not test my eyes." | 12. The doctor said to him that she would not test his eyes. |
| 13. Faisal said, "I shall leave for Karachi early next month." | 13. Faisal said that he would leave for Karachi early next month. |
| 14. He said, "I shall be doing my duty without fail." | 14. He said that he would be doing his duty without fail. |
| 15. She said, "It will have been raining in Lahore since midnight." | 15. She said that it would have been raining in Lahore since midnight. |

| DIRECT SPEECH | INDIRECT SPEECH |
| --- | --- |
| 16. He said, "Man is mortal." | 16. He said that man is mortal |
| 17. They said, "God helps those who help themselves." | 17. They said that God helps those who help themselves. |

دونوں کالموں کے فقروں کا مقابلہ کرتے ہوئے مندرجہ ذیل اُصول اور قاعدے آپ پر فوراً واضح ہو جائیں گے کہ جب کسی فقرے کو DIRECT NARRATION سے INDIRECT NARRATION میں تبدیل کیا جائے تو:-

(1) اگر REPORTING SPEECH زمانہ حال (یعنی PRESENT TENSE) یا زمانہ مستقبل (یعنی FUTURE TENSE) میں ہو تو REPORTED SPEECH کے VERB پر کوئی پابندی نہیں۔ وہ PRESENT TENSE میں بھی ہو سکتا ہے (مثال نمبر 1) PAST TENSE میں بھی (مثال نمبر 3) اور FUTURE TENSE میں بھی (مثال نمبر 2)۔

(2) اگر REPORTED SPEECH کا فعل (یعنی REPORTED VERB) زمانہ ماضی (یعنی PAST TENSE) میں ہو تو REPORTED SPEECH کا VERB بطریق ذیل تبدیل ہو جائے گا:-

(الف) PRESENT INDEFINITE سے PAST INDEFINITE میں۔ (مثال نمبر 4)

(ب) PRESENT CONTINUOUS سے PAST CONTINUOUS میں۔ (مثال نمبر 5)

(ج) PRESENT PERFECT سے PAST PERFECT میں۔ (مثال نمبر 6)

(د) PRESENT PERFECT CONTINUOUS سے PAST PERFECT CONTINUOUS میں۔ (مثال نمبر 7)





(ر) PAST INDEFINITE سے PAST PERFECT میں۔ (مثال نمبر 8)

(س) PAST CONTINUOUS سے PAST PERFECT CONTINUOUS میں۔ (مثال نمبر 9)

(ط) PAST PERFECT سے PAST PERFECT CONTINUOUS میں۔ (مثال نمبر 10)

(ح) FUTURE TENSE کی چاروں FORMS میں SHALL اور WILL - دونوں - کے WOULD میں تبدیل ہونے کے علاوہ اور کوئی تبدیلی نہیں ہوتی۔ (مثال نمبر 12 تا 11)

(3) اگر REPORTED SPEECH میں کسی "صداقت عامہ" (UNIVERSAL TRUTH) کا بیان ہو تو REPORTING VERB کے PAST TENSE میں ہونے کے باوجود REPORTED SPEECH کا VERB ویسے کا ویسے ہی رہتا ہے۔

اس بات کو اچھی طرح نوٹ کر لیجیے کہ مندرجہ بالا مثالوں میں تمام PRONOUNS اُن ہی قاعدوں کے مطابق تبدیل ہوئے جو صفحہ 14 پر بیان ہو چکے ہیں۔

اب مندرجہ بالا مثالوں اور اُن سے اخذ کیے ہوئے اُصولوں کی روشنی میں ذیل کی مشق کو حل کیجیے:-

## EXERCISE 2

**Put into the Indirect Form of Speech:-**

(A) 1. He said, "I eat apples." 2. He said, "I am eating apples." 3. He said, "I have eaten apples." 4. He said, "I have already been eating apples." 5. She said, "I ate apples." 6. She said, "I was eating apples." 7. She said, "I had already eaten apple." 8. She said, "I had been eating apples since morning." 9. You said, "I

shall eat apples." 10. They said, "We shall be eating apples." 11. They said, "We shall have eaten apples." 12. They said, "We shall have already been eating apples." 13. They said, "The sun rises in the East." 14. You said to me, "I played a match against my school."

(B) 1. He said, "I go out for a walk in the morning." 2. He said, "I am going for a walk to the river." 3. He said, "I have taken a ball." 4. They said, "We went to the Zoo on our bicycle." 5. They said, "We were going to the Zoo on our bicycles." 6. She said to me, "I had changed my clothes before I went to school." 7. She said to us, "I shall change my clothes before I go to school." 8. Father said to us, "I shall be going to Murree to see your uncle." 9. He said to her, "You did not help me in learning my lesson." 10. They said to him, "We had been living in your house for three years." 11. I said to them, "God help those who help themselves." 12. She said to me, "I shall look after my mother." 13. He said, "Man is mortal." 14. The teacher said to the students, "History repeats itself." 15. She said, "The earth moves round the sun."

### (C) Changes in Some Other Words

اب ایک ایک کر کے ذیل میں دیے ہوئے دونوں کالموں کے فقروں کو بڑے غور سے پڑھ کر ان کا مقابلہ کیجیے تا کہ آپ کو پتہ چل جائے کہ انہیں DIRECT SPEECH سے INDIRECT SPEECH میں تبدیل کرتے ہوئے PRONOUNS اور VERBS کے علاوہ اور کون کون سے الفاظ ہیں جنہیں بدلنا پڑتا ہے۔

| DIRECT SPEECH | INDIRECT SPEECH |
|---|---|
| 1. She says, "I do not like this dress." | 1. She says that she does not like that dress. |
| 2. He will say, "My father has bought these books for me." | 2. He will say that his father has bought those books for him. |
| 3. The lion said to the fox, "Many animals come here every day." | 3. The lion said to the fox that many animals came there every day. |







| DIRECT SPEECH | INDIRECT SPEECH |
|---|---|
| 4. The teacher said to us, "It is 9 o' clock by my watch now." | 4. The teacher said to us that it was 9 o' clock by his watch then. |
| 5. The monitor says to the teacher, "Sir, the bell has gone." | 5. The moniter says to the teacher respectfully that the bell has gone. |
| 6. The boys said, "It is the Quaid's birthday today." | 6. The boys said that it was the Quaid's birthday that day. |
| 7. I shall tell my friends, "Tomorrow is a holiday." | 7. I shall tell my friends that the next (coming or following) day is a holiday. |
| 8. She said, "I did not go to school yesterday." | 8. She said that she had not gone to school the previous day. |
| 9. He said, "It will rain tonight." | 9. He said that it would rain that night. |
| 10. He will say to you, "All right, I shall come." | 10. He will say to you that he will come. |
| 11. She said to me, "Well, you may go now." | 11. She said to me that I might go then. |
| 12. You said to him, "Yes, she is ill." | 12. You said to him that she was ill. |
| 13. He said to me, "No, you are not at fault." | 13. He said to me that I was not at fault. |
| 14. She said, "Good morning Miss Naghma." | 14. She greeted Miss Naghma with "good morning." |
| 15. He said, "Good-bye (farewell), my friends." | 15. He said good-bye (farewell) to his friends. |
| 16. He said, "Hallo ! Mr. Salman, We are very glad to see you." | 16. They said to Mr. Salman that they were very glad to see him. |
| 17. They said, "Good night, my friend." | 17. He said "good night" to his friend. |

دونوں کالموں کے فقرے ایک ایک کر کے بڑے غور سے پڑھیے ان کا مقابلہ کرنے سے مندرجہ ذیل حقائق آپ پر فوراً واضح ہو جائیں گے۔

جب کسی فقرے کو DIRECT NARRATION سے INDIRECT NARRATION میں تبدیل کیا جائے تو:۔

(1) this تبدیل ہو جاتا ہے that میں۔ (مثال نمبر 1)

(2) these تبدیل ہو جاتا ہے those میں۔ (مثال نمبر 2)

(3) here تبدیل ہو جاتا ہے there میں۔ (مثال نمبر 3)

(4) now تبدیل ہو جاتا ہے then میں۔ (مثال نمبر 4)

(5) sir یا madam تبدیل ہو جاتا ہے respectfully میں۔ (مثال نمبر 5)

(6) today تبدیل ہو جاتا ہے that day میں۔ (مثال نمبر 6)

(7) tomorrow تبدیل ہو جاتا ہے the next (following) day میں۔ (مثال نمبر 7)

(8) yesterday تبدیل ہو جاتا ہے the previous (last) day میں۔ (مثال نمبر 8)

(9) tonight تبدیل ہو جاتا ہے that night میں۔ (مثال نمبر 9)

(10) no, yes, well, all right اور hello کو حذف کر دیا جاتا ہے۔ (مثال نمبر 10,11,12,13,16)

(11) good morning یا fare well یا good noon یا good day کو تبدیل کر دیا جاتا ہے greating میں۔ (مثال نمبر 14)

(12) good-bye یا farewell یا good-night ویسے کے ویسے ہی رہتے ہیں۔ (مثال نمبر 15,17)

اُمید ہے کہ انہیں غور سے پڑھتے ہوئے آپ نے نوٹ کیے ہوگا کہ ان تمام مثالوں میں PRONOUNS اور VERB اُن ہی قاعدوں کے مطابق تبدیل ہوئے ہیں جو صفحات 14,18 اور 19 پر بیان ہو چکے ہیں۔

اب ان مثالوں اور ان سے اخذ کیے ہوئے قاعدوں کی روشنی میں ذیل کی مشق کو حل کیجیے۔

## EXERCISE 3

**into the Indirect Form of Speech:-**

...ey said, "We live in this house." 2. She ... "These books are very interesting." 3. He





said to me , "I shall buy that pen." 4. The boy said to us, "Father bought these toys for me." 5. He said to them, "I have bought these apples just now." 6. She said, "I placed my purse here on this table." 7. They said, "We are going to Islamabad today." 8. He said to me, "I shall again come here tomorrow." 9. The teacher said to us, "Tomorrow is not a holiday for you." 10. She said to me, "I bought this book from Karachi yesterday." 11. They said to him, "Sir, we are very sorry for coming late today." 12. We said to her, "Madam, we shall not come to school tomorrow." 13. He said to me, "All right, sir, I shall be very regular from tomorrow." 14. He said to them, "Good-bye ! My friends." 15. She said to us, "Well, I am going to tell you a very strange story tonight."

(B) 1. She said to me, "These books are not mine." 2. He said to her, "Madam, I have a headache." 3. She said to us, "You can see me tomorrow." 4. He said to me, "You will find my house at the end of this street." 5. We said to them, "No, you cannot enter this room." 6. He said to me, "Yes, I shall stay here with you to night." 7. I said to him, "Sir, my book was stolen by somebody from my desk yesterday." 8. I said to her, "These hens were bought by your uncle just today." 9. Father said to us, "All right, I allow you to go to the pictures today." 10. You said to him, "No, Your brother did not come here yesterday." 11. He said to her, "Madam, my daughter forgot to send a medical certificate with her application." 12. "Well, sir," said I to the doctor, "I shall see you again tomorrow morning." 13. He said to me, "I waited for you till sunset yesterday." 14. "Hullo, Arif," said he, "You have again come here after two days." 15. He said to me, "No, I am not pleased with your work." 16. You said to him, "I am too busy today to see you." 17. You said to her, "Well," madam, I shall leave this book here on your table today." 18. "Good morning, sir," said the stranger to me. 19. "Good-bye" said he, as he shut the door. 20. "Good night, Mr. Javed," said he, "I am going to bed now."

اس طویل تمہید کے بعد اب ہم باری باری مختلف قسم کے فقروں

کو لے کر انہیں ایک FORM OF SPEECH سے دوسری FORM OF SPEECH میں تبدیل کرنے کا حال مناسب تفصیل سے بیان کرتے ہیں۔

## 1. ASSERTIVE SENTENCES

### (A) FROM DIRECT INTO INDIRECT SPEECH

جب ہم کسی فقرے میں کوئی بات ۔۔۔ صحیح یا غلط، مثبت یا منفی اور ممکن یا ناممکن ۔۔۔ بیان کرتے ہیں تو اُسے ASSERTIVE SENTENCE کہا جاتا ہے، جیسے:۔

1. Two and two make five.
2. He will not tell a lie.
3. The rose smells sweet.
4. She will return home before sunset.

اس قسم کے فقرے عموماً SUBJECT سے شروع ہوتے ہیں اور اُن کے آخر میں ہمیشہ FULL STOP آتا ہے۔ انہیں DIRECT NARRATION سے INDIRECT NARRATION میں تبدیل کرتے ہوئے وہ تمام تبدیلیاں عمل میں آتی ہیں جن کا ذکر INTRODUCTION میں تفصیل سے آچکا ہے۔ اس لیے آگے بڑھنے سے پہلے وہ سب کچھ ۔۔۔ مثالیں، تشریحات اور رہبر اُصول ۔۔۔ از سرِ نو انتہائی غور سے پڑھ کر اچھی طرح ذہن نشین کر لیجیے تاکہ آنے والے صفحات کی مثالوں کو سمجھنے اور مشقوں کو حل کرنے میں آپ کو کسی بھی مشکل سے دوچار ہونا نہ پڑے۔

| DIRECT SPEECH | INDIRECT SPEECH |
|---|---|
| 1. She said to my son, "You are only wasting my time these days." | 1. She said to my son that he was only wasting her time those days. |
| 2. "Now it is my turn," said he to them, "to sit here behind this chair." | 2. He said to them that it was then his turn to sit there behind that chair. |







| DIRECT SPEECH | INDIRECT SPEECH |
|---|---|
| 3. "No, Zahid," said they, "You did not lose the game, yesterday." | 3. They said to Zahid that he had not lost the game the previous day. |
| 4. He said to me, "My parents as well as yours left for Mecca yesterday." | 4. He said to me that his parents as well as mine had left for Mecca the previous day. |
| 5. She said to him, "Well, sir, "my brother has not come to school today, because he is suffering from fever. | 5. She said to him respectfully that her brother had not come to school that day because he was suffering from fever. |
| 6. They said, "Our neighbour's house is always full of gamblers, because birds of a feather flock together." | 6. They said that their neighbour's house was always full of gamblers because birds of a feather flock together. |

دونوں کالموں کے فقروں کا مقابلہ کرتے ہوئے آپ کو فوراً معلوم ہو گیا ہو گا کہ پہلے کالم کے DIRECT NARRATION کے فقروں کو INDERECT NARRATION میں تبدیل کرتے ہوئے:۔

(1) تمام PRONOUNS اُن ہی قاعدوں کے مطابق تبدیل ہوئے ہیں جو صفحہ 14 پر بیان ہو چکے ہیں۔

(2) تمام VERBS کے TENSES اُن ہی قاعدوں کے مطابق تبدیل ہوئے ہیں جو صفحات 17 اور 19 پر بیان ہو چکے ہیں۔

(3) تمام مخصوص الفاظ (sir,here,now,this وغیرہ) اُن ہی قاعدوں کے مطابق تبدیل ہوئے ہیں جو صفحات 21 اور 22 پر بیان ہو چکے ہیں۔

ان کے علاوہ جو تبدیلیاں عمل میں آئی ہیں وہ مندرجہ ذیل ہیں:۔

(1) پہلے کالم کے دوسرے اور تیسرے فقرے میں REPORTED SPEECH جزوی طور پر شروع میں آگئی ہے۔ لیکن دوسرے کالم میں REPORTED SPEECH حسبِ معمول

پہلے ہی آئی ہے اور REPORTED SPEECH -- تمام کی تمام -- اُس کے بعد رکھی گئی ہے۔

(2) دونوں SPEECHS (REPORTING اور REPORTED) کے درمیانی COMMA کو ہٹا کر انہیں THAT سے ملا دیا گیا ہے۔

(3) تیسرے فقرے میں they said کے OBJECT (یعنی Zahid) کو جو پہلے کالم میں INVERTED COMMAS کے اندر آ گیا ہے، دوسرے کالم میں اُس کے صحیح مقام (یعنی said to کے بعد) پہنچا دیا گیا ہے۔

(نوٹ) طلبہ اور اساتذہ عموماً said کو told میں تبدیل کر دیتے ہیں۔ اِس طرح اگر to حذف ہونے سے رہ جائے تو ایک غلطی خواہ مخواہ سرزد ہو جاتی ہے کیونکہ told کے بعد to کے اِستعمال کی ضرورت ہی باقی نہیں رہتی۔ میری ناقص رائے تو یہ ہے کہ اگر ASSERTIVE SENTENSES میں said کو said ہی رہنے دیا جائے تو قطعاً کوئی مضائقہ نہیں ہے۔

اب ذیل کی مشق کو حل کیجیے:-

## EXERCISE 4

**Put into the Indirect Form of Speech:-**

(A) 1. He said, "I am going to the post office." 2. She said, "I love my country very dearly." 3. You said, "My brother has given me this pen." 4. They said, "We do not say anything against our friends." 5. We said to him, "You have not told us the truth in this case." 6. She said to us, "Yes, I shall invite you to tea on my birthday." 7. Mother said to us, "God helps those who help themselves." 8. He said to me, "All right, I forgive you this time." 9. They said to him, "Sir, we are sorry for telling a lie on your face today." 10. He said to me, "I slept in this room last night." 11. He said to them, "I shall return these books to you tomorrow." 12. He said to me, "No, sir, I did not quarrel with your servant yesterday." 13. The teacher said to the student, "Water keeps its level." 14. The doctor said to her, "I did not ask you to wait for me here in my clinic till eleven o' clock." 15. She said to us, "Now I am not going to teach you anything."

(B) 1. She said, "I was reciting the Holy Quran." 2. He said, "I obeyed my parents." 3. You said, "This book is not mine." 4. They said, "No, we do not live in this house." 5. We said to him, "Sir, we are really very sorry for what we did." 6. He said to me, "All right, sir, I shall see you tomorrow." 7. You said to him, "Yes, I have been taking these medicines since long." 8. He said to us, "I am leaving for your home-town tonight." 9. "Yes, sir," said they, "we have carried out your order." 10. "Life," said he, "is not a bed of roses." 11. The old man said to his sons, "Man proposes, God disposes." 12. Father said to his sons, "I shall buy you your books tomorrow." 13. The peon said to the headmistress, "Madam, I forgot to post this letter yesterday." 14. "Yes, mother," said Javeid, "I slapped the servant on his face, but I am sorry for that now." 15. "No," said she to me, "You cannot sleep here in this room without my permission." 16. You said to me, "I was learning this poem by heart yesterday." 17. "My sons," said she, "Union is strength." 18. She said to us, "Sir, I did not sleep the whole night, because your dogs were barking at somebody." 19. "Christmas comes but once a year, "said the teacher to his pupils. 20. She said to his friends, "I shall take you all to the Minar-i-Pakistan, tomorrow morning." 21. "Things are not what they seem." Said the wise old man. 22. He said, "Life is not an empty dream." 23. "She was married last year," said the mother to her neighbour. 24. He said to me, "You played a double role in this affair." 25. I said to him, "We have met each other today after a very long time." 25. "The earth," said the teacher, "is round.





### (B) FROM DIRECT INTO INDIRECT SPEECH

جب کسی فقرے کو INDIRECT SPEECH سے DIRECT SPEECH میں تبدیل کیا جائے تو جیسا کہ ذیل کی مثالوں سے ظاہر

ہے، وہ تمام قاعدے جو صفحات 25 اور 26 پر بیان کیے گئے ہیں اُلٹ جاتے ہیں، جیسے:-

| INDIRECT SPEECH | DIRECT SPEECH |
|---|---|
| 1. You said that you were not feeling well that day. | 1. You said, "I am not feeling well today." |
| 2. They said to us that they respected us very much. | 2. They said to us, "We respected you very much." |
| 3. She said to me that she was my next-door neighbour. | 3. She said to me, "I am your next-door neighbour." |
| 4. The teacher said that virtue is its own reward. | 4. The teacher said, "Virtue is its own reward." |
| 5. She said to me respectfully that she had been living there in that house since July 23. | 5. She said to me, "Sir, I have been living here in this house since July 23." |

اگر اِن مثالوں کے سمجھنے میں کوئی مشکل پیش آئے تو ایک ایک کر کے پہلے دائیں کالم اور پھر اُس کے مقابل کے بائیں کالم کے فقروں کو پڑھیے۔ اِس طرح تین چار دفعہ پڑھنے کے بعد اِس ترتیب کو بدلتے ہوئے پہلے بائیں کالم اور پھر دائیں کالم کے آمنے سامنے کے فقروں کو پڑھنے سے اِنشاءاللہ تعالیٰ سب کچھ اچھی طرح ذہن نشین ہو جائے گا۔ اگر پھر بھی کوئی مشکل محسوس ہو تو اُس کا مطلب یہ ہے کہ INTRODUCTION میں بڑی وضاحت سے بیان کیے ہوئے PRONOUNS اور VERBS کے TENSES اور متفرق "مخصوص الفاظ" کے تبدیل ہو جانے کے اُصول آپ سمجھ نہیں سکے۔ اِس لیے پہلے اُنہیں سمجھنے کی کوشش کیجیے اور جب وہ ذہن نشین ہو جائیں تو یہ مثالیں خود بخود سمجھ میں آ جائیں گی۔ اور جب واقعی ایسا ہو جائے تو مندرجہ ذیل مشق حل کیجیے:-

## EXERCISE 5

**Put into the Direct Form of Speech:-**

(A) 1. She said that she loves Pakistan. 2. He said that he was a native of Iran. 3. He said to them that they were cheating him. 4. You said to me that I had been very kind to him. 5. She said to us that she had been teaching my sister since the previous day. 6. You said to him that she would be there the next day. 7. You said







to her that you had returned from Quetta to that place the previous day. 8. He said to her respectfully that he had served her in that house for six years. 9. He said to them that those boys had called him names that day. 10. The old man said that history repeats itself. 11. She said to us that she had paid the rent of that house. 13. She said to him that she had been learning those verses from the Holy Quran by heart. 14. He said that Christmas comes but once a year. 15. The teacher said to the students that he would give them a test in English the following day.

### (C) Both Direct & Indirect

اب اگلی مشق کو حل کیجیے:- اِس میں آپ کو دونوں طرح کے فقروں سے واسطہ پڑے گا۔ اُن فقروں سے جو Direct Speech میں ہیں اور اُن فقروں سے بھی جو Indirect Speech میں ہیں۔ ہر ایک فقرے کو بڑے غور سے پڑھ کر پہلے اُس کی Form of Speech میں تبدیل کیجیے۔ یہاں بھی آپ کو وہی قاعدے کام آئیں گے جن کی روشنی میں آپ پچھلی دو مشقیں حل کر چکے ہیں:-

## EXERCISE 6

**Change the Form of Narration:-**

1. She said to me, "Every cock fight best on its own dung-hill." 2. She said to the doctor that she would be going to Murree the next day. 3. He said to me that he had not received my telegram the previous day. 4. We said to him respectfully that we were sorry for what we had done. 5. She said, "I have spoken the truth to you now." 6. They said to us that it was not their fault. 7. You said to us that you had been waiting for us the previous day. 8. The villager said that wolves may lose their teeth but not their nature. 9. We knew that the earth moves round the sun. 10. Mother said to us, "Those who dig a pit for other fall into it themselves." 11. She said to me, "I shall write a letter to your mother tomorrow.".

12. He said to us, "I planted these trees here in this garden yesterday." 13. "Nasim," said Jamilah, "You stole these earrings from my purse yesterday." 14. Well, Javeid," said she, "You were knocking at my door this morning." 15. The policeman said to them, "All right, I shall take you to the police station tonight for knocking me down with your car." 16. He said that he would not go there the next day. 17. She said to him, "Sir, I left my pen here on this table yesterday." 18. "My daughter," said the mother, "You have spoken the truth in this matter." 19. She said to me positively that she would return me my book the following day. 20. You said to him, "All is well that ends well."

## 2. IMPEARTIVE SENTENCES

### (A) FROM DIRECT INTO INDIRECT SPEECH

جب کسی فقرے میں کسی کام کے کرنے یا نہ کرنے کا حکم یا مشورہ دیا جائے یا کوئی نصیحت کی جائے یا کسی کام کے کرنے سے حکماً منع کیا جائے تو اُسے IMPERATIVE SENTENCE کہا جاتا ہے، جیسے:-

1. Leave my room at once.
2. Be very kind to animals.
3. Never tell a lie.
4. Do not spoil your clothes.

اس قسم کے فقروں کے آخر میں ASSERTIVE SENTENCES-- کی طرح -- ہمیشہ FULL-STOP آتا ہے۔ لیکن ان کی سب سے بڑی خصوصیت یہ ہے کہ جہاں ASSERTIVE فقرے عموماً SUBJECT سے شروع ہوتے ہیں (یا جہاں SUBJECT کبھی کبھار دو ایک لفظوں کے بعد آجاتا ہے) وہاں IMPERATIVE SENTENCE میں SUBJECT کا کوئی وجود نہیں ہوتا۔ لیکن -- صرف سمجھنے کی خاطر -- یہ بات تسلیم کر لی جاتی ہے کہ ہر ایک (You,) IMPERATIVE فقرے کا SUBJECT-- ہوتا تو ہے لیکن اُسے نہ لکھا جاتا ہے اور نہ ہی بولا جاتا ہے، جیسے:-

1. Leave my room at once. = (You) leave my room at once.







2. Be very kind to animals. = (You) be very kind to animals.
3. Never tell a lie. = (You) never tell a lie.
4. Do not spoil your clothes. = (You) do not spoil your clothes.

اس قسم کے SUBJECT کو انگریزی زبان کی قواعد (یعنی GRAMMAR) کے الفاظ میں ''UNDERSTOOD'' کہا جاتا ہے۔ ان فقروں کو DIRECT NARRATION سے INDIRECT NARRATION میں تبدیل کرتے ہوئے:-

(1) تمام PRONOUNS اُن ہی قاعدوں کے مطابق بدل جاتے ہیں جو صفحہ 14 پر درج ہیں۔

(2) تمام مخصوص الفاظ (this یا now یا s وغیرہ) اُن ہی قاعدوں کے مطابق تبدیل ہوتے ہیں جو صفحات 21 اور 22 پر بیان ہو چکے ہیں۔

البتہ REPORTING SPEECH اور REPORTED SPEECH کی دوسری تبدیلیوں کو سمجھنے کے لیے مندرجہ ذیل مثالوں کا مطالعہ کیجیے:-

| DIRECT SPEECH | INDIRECT SPEECH |
|---|---|
| 1. The manager said to the peon, " Get out of my office." | 1. The manager ordered the peon to get out of his office. |
| 2. He said to my father, "Please forgive me this time." | 2. He requested my father to forgive him that time. |
| 3. She said to her brother, "Work very hard from today." | 3. She advised her brother to work very hard from that day. |
| 4. Mother said to me, "Never tell a lie." | 4. Mother forbade me to tell a lie. |
| 5. I said to him, "Do not betray your friends." | 5. I said to (advised) him not to betray his friends. |
| 6. He said to me, "Knock at this door again." | 6. He asked me to knock at that door again. |
| 7. He said to his teacher, | 7. He requested his teacher |

| | |
|---|---|
| "Sir, kindly excuse me now." | respectfully to excuse him then. |
| 8. She said to us, "Keep quiet over here." | 8. She directed us to keep quiet over there. |
| 9. I said to them, "Go on doing your duty." | 9. I urged them to go on doing their duty. |
| 10. He said to me, "Try your luck again." | 10. He encouraged me to try my luck again. |
| 11. We said to them, "Go away from this place." | 11. We told them to go away from that place. |
| 12. I said to her, "Consult a lady-doctor." | 12. I suggested to her to consult a lady-doctor. |

دونوں کالموں کے فقروں کا مقابلہ کرتے ہوئے آپ پر واضح ہو جائے گا کہ کسی IMPERATIVE فقرے کو DIRECT SPEECH سے INDIRECT SPEECH میں تبدیل کرتے ہوئے:-

(1) REPORTED SPEECH کے مفہوم کے مطابق REPORTING VERB اپنے پیچھے آنے والے to سمیت ordered (مثال نمبر 1) یا requested (مثال نمبر 2) یا advised (مثال نمبر 3) یا forbade (مثال نمبر 4) یا asked (مثال نمبر 5) یا directed (مثال نمبر 8) یا urged (مثال نمبر 9) یا suggested (مثال نمبر 12) میں تبدیل ہو جاتا ہے۔

(2) اگر REPORTED SPEECH کے شروع میں never (مثال نمبر 4) یا do not (مثال نمبر 5) آ جائے تو Reporting Verb اِن الفاظ سمیت forbade میں تبدیل ہو جاتا ہے۔

(3) جب REPORTING VERB کو SUGGESTED میں تبدیل کیا جائے تو اُس کے بعد To ضرور آتا ہے۔ (مثال نمبر 12)

(4) REPORTING VERB کا TENSE تبدیل نہیں ہوتا بلکہ اُس سے پہلے that کی بجائے to لگا دیا جاتا ہے۔

(5) اگر REPORTING VERB میں please یا kindly آ جائے تو اُسے حذف کر کے REPORTING VERB کو REQUESTED میں تبدیل کر دیا جاتا ہے۔





ان تمام باتوں کو ذہن نشین کر لینے کے بعد اب مندرجہ ذیل مشق کو حل کیجیے۔

## EXERCISE 7

**Put into the Indirect Form of Speech:-**

(A) 1. I said to the visitor, "Go away from here." 2. The beggar said to me, "Give me food for my children, please." 3. She said to her, "Do not tell a lie." 4. The doctor said to me, "Show me your tongue." 5. The policeman said to the driver, "Show me your licence." 6. The magistrate said to the policeman, "Arrest this pickpocket." 7. She said to her, "Kindly forgive me this time." 8. He said to us, "Do not waste my time." 9. They said to him, "Take a bath very early in the morning." 10. She said to her children, "pray five times in a day." 11. He said to me, "Do not mix with bad boys." 12. He said to me, "please switch on the fan." 13. You said to her, "Do not pluck flowers from the garden." 14. She said to her servant, "Polish my shoes at once." 15. The doctor said to us, "Do not take more than two cups of tea a day."

(B) 1. He said to his brother, "Sit down on this chair." 2. The teacher said to the peon, "Turn on the fan now." 3. The mother said to the new-comer, "Do not sit here." 4. The policeman said to the driver, "Do not show him your licence." 5. I said to the visitor, "Please wait for a few minutes." 6. He said to his friend, "Get this pen changed." 7. He said to his friends, "Go on working as hard as you can." 8. I said to the booking-clerk, "Give me a second-class ticket for Peshawar." 9. The doctor said to the patient, "Come to me tomorrow morning without having your break-fast." 10. You said to the hawker, "Do not give me a short measure." 11. The teacher said to the students, "Open your books at page 45." 12. "Do not copy," said the principal to him. "Kindly grant me leave for two days," said he to me. 14. The watch-maker said to the customer, "Do not try to threaten me." 15. "Do not enter this house." Said he to his companion. 16. "Ring the bell in case of danger," said the clerk to the watch-man. 17. "Open the door," said the policeman

to my neighbour. 18. He said to his wife, "Take a dose after every four hours." 19. The headmaster said to the teacher, "Send these boys home to bring back their progress reports." 20. He said to his servant, "Go and bring a taxi for me." 21. She said to her sister, "Do not burn the mid-night oil." 22. He said to his elder brother, "Buy me this book today." 23. The postman said to me, "Sign this receipt." 24. You said to him, "Forgive and forget." 25. She said to him, "Kindly help me in this case."

### (B) From Indirect into Direct Speech

جب کسی فقرے کو INDIRECT SPEECH سے DIRECT SPEECH میں تبدیل کیا جائے تو جیسا کہ ذیل کی مثالوں سے ظاہر ہے وہ تمام قاعدے جو صفحہ 32 پر درج ہیں اُلٹ جاتے ہیں:-

| INDIRECT SPEECH | DIRECT SPEECH |
| --- | --- |
| 1. I requested her to send a telegram to my father the next day. | 1. I said to her, "Please send a telegram to my father tomorrow." |
| 2. He advised us to be very sincere to our friends. | 2. He said to us, "Be very sincere to your friend." |
| 3. The minister ordered the D.S.P. to arrest all bad characters that night. | 3. The minister said to the D.S.P. "Arrest all bad characters tonight." |
| 4. He asked me to lend him my bicycle for that day. | 4. He said to me, "Lend me your bicycle for today." |
| 5. She warned me to be on my guard against pick-pocket in that town. | 5. She said to me, "Be on your guard against pick-pockets in this town." |
| 6. Mother forbade us to tell a lie. | 6. Mother said to us, "Do not tell a lie." |

اگر اِن مثالوں کے سمجھنے میں کوئی مشکل پیش آئے تو ایک ایک کر کے دائیں کالم اور پھر اُس کے مقابل کے بائیں کالم کے فقروں کو پڑھیے ۔اس طرح تین چار دفعہ پڑھ لینے کے بعد اس ترتیب کو بدلتے ہوئے پہلے بائیں کالم اور پھر دائیں کالم کے آمنے سامنے کے







فقروں کو پڑھیے ۔ایسا کرنے سے اِنشاء اللہ تعالیٰ آپ کو سب کچھ اچھی طرح ذہن نشین ہو جائے گا ۔پھر جب کوئی مشکل باقی نہ رہے تو مندرجہ ذیل مشق کو حل کیجیے:-

## EXERCISE 8

**Put into the Direct Form of Speech:-**

1. I advised him to help the poor. 2. He requested her to forgive him. 3. You asked him to lend his wrist-watch for a day. 4. Father forbade us to play with those boys. 5. The teachers urged us to try our best to win that match. 6. He advised us to be very kind to our servants. 7. She forbade me to play marbles. 8. I asked him to polish my shoes immediately. 9. She said to him not to waste his time. 10. They requested him to lend them a hundred rupees. 11. He directed me to mind my own business. 12. I told my brother to show those strangers the way to the nearest police station. 13. He advised me to trust in God in that hour of my trial. 14. She requested the policeman to help her hire a taxi. 15. He advised me to leave for Quetta at once. 16. She directed them to see her in her office the next day. 17. I forbade them to tease those little birds sitting there in that cage. 18. He advised me to be honest in my dealings with everybody. 19. He requested us to take him to the hospital. 20. She advised me to pray five-times a day.

### (C) Both Direct & Indirect

اب اگلی مشق کو حل کیجیے ۔اِس میں آپ کو دونوں قسموں کے فقروں سے واسطہ پڑے گا ۔اُن فقروں سے بھی جو DIRECT SPEECH میں ہیں اور اُن فقروں سے بھی جو INDIRECT SPEECH میں ہیں ۔اِنہیں دوسری FORM میں تبدیل کرنے کے لیے وہی قاعدے کام آئیں گے جن کی روشنی میں آپ پچھلی دو مشقوں کو حل کر چکے ہیں۔

## EXERCISE 9

**Change the Form of Narration:-**
1. You said to them, "Be quiet at home over here." 2. He said to us, "Let the ladies pass first." 3. I advised them to play a fair game like true Muslims. 4. He requested us to accompany him to the airport. 5. You forbade them to go to the pictures. 6. I said to him, "Post this letter on your way home." 7. You said to them, "Do not quarrel with your neighbours." 8. She advised him to respect his elders. 9. He said to them, "Do not call me names." 10. I warned him to be very careful in future. 11. He requested us not to make a noise in front of his house. 12. Father said to him, "Make it a point to return home before sunset." 13. The old man said to him, "Pray to God for seeking His help and guidance." 14. She said to her sons, "Live to serve your country." 15. I forbade my brother to depend on guess papers for success in the examination. 16. She asked the servant to iron her clothes. 17. He advised us to treat our younger brothers and sisters with kindness. 18. "Fire at the mob," said the magistrate to policemen. 19. I said to him, "Respect those who respect you." 20. He forbade me to cheat anybody.

## 3. INTERROGATIVE SENTENCES

### (A) FROM DIRECT INTO INDIRECT SPEECH

جب کسی فقرے میں کوئی بات پوچھی یا دریافت کی جائے تو اُسے اُردو میں ''سوالیہ'' اور انگریزی میں INTERROGATIVE SENTENCE کہا جاتا ہے۔ اِس قسم کے فقرے کبھی تو کسی سوالیہ لفظ (جیسے who، when، why وغیرہ) سے شروع ہوتے ہیں اور کبھی کسی VERB سے، جیسے:-

| سوالیہ لفظ سے شروع ہونے والے فقرے | VERB سے شروع ہونے والے فقرے |
|---|---|
| 1. Who are you? | 1. Is he ill? |
| 2. Where will he go? | 2. Did she come? |
| 3. What was that? | 3. Will you work or not? |







اِن فقروں کو DIRECT SPEECH سے INDIRECT SPEECH میں تبدیل کرتے ہوئے:-

(1) تمام PRONOUNS اُن ہی قاعدوں کے مطابق تبدیل ہوتے ہیں جو صفحہ نمبر 14 پر بیان ہو چکے ہیں۔

(2) تمام VERBS اُن ہی قاعدوں کے مطابق تبدیل ہوتے ہیں جو صفحات 18 اور 19 پر بیان ہو چکے ہیں۔

(3) تمام ''مخصوص الفاظ'' اُن ہی قاعدوں کے مطابق تبدیل ہوتے ہیں جو صفحات نمبر 21 ور 22 پر بیان ہو چکے ہیں۔

(4) فقروں کے آخر میں آنے والی تمام سوالیہ علامات MARK (OF INTERROGATION) کو FULL STOPS میں تبدیل کر دیا جاتا ہے۔

البتہ اِن کے علاوہ عمل میں آتی ہیں اُنہیں سمجھنے کے لیے مندرجہ ذیل مثالوں کا مطالعہ کیجیے:-

| DIRECT SPEECH | INDIRECT SPEECH |
|---|---|
| 1. I said to him, "when do you get up ?" | 1. I asked him when he got up. |
| 2. She said to me, "Where are you going now ?" | 2. She asked me where I was going then. |
| 3. I said to him, "What did you eat yesterday ?" | 3. I asked him what he had eaten the previous day. |
| 4. She said to him, "Why were you weeping yesterday ?" | 4. She asked him why he had been weeping the previous day. |
| 5. We said to them, "Who will be visiting your factory tomorrow ?" | 5. We asked them who would be visiting their factory the next day. |
| 6. He said to her, "Which books did you buy from this shop ?" | 6. He asked her which books she had bought from that shop. |
| 7. He said to me, "Are you going to school now ?" | 7. He asked me if I was going to school then. |
| 8. You said to him, "Have you broken my jug today ?" | 8. You asked him if he had broken your jug that day. |

| DIRECT SPEECH | INDIRECT SPEECH |
|---|---|
| 9. We said to her, "Did you beat our servant yesterday ?" | 9. We asked her if she had beaten our servant the previous day. |
| 10. He said to you, "Will you go to the pictures tonight ?" | 10. He asked you if you would go to the pictures that night. |
| 11. She said to him, "Did you lose your pen here ?" | 11. She enquired of him if he had lost his pen there. |
| 12. He said to you, "will you go to Peshawar tomorrow ?" | 12. He enquired of you whether you would go to Pashawar the next day. |

ایک ایک کر کے دونوں کالموں کے آمنے سامنے کے فقروں کا مقابلہ کرتے ہوئے یہ بات آپ پر فوراً عیاں ہو جائیگی کہ کسی INTERROGATIVE فقرے کو DIRECT SPEECH سے INDIRECT SPEECH میں تبدیل کرتے ہوئے:-

(1) said to کو asked میں بدل دیا جاتا ہے (مثال نمبر 1 تا 10)-

(2) REPORTED SPEECH کے الفاظ کی "سوالیہ فقرے" کی ترتیب "بیانیہ فقرے" (ASSERTIVE SENTENCE) کی ترتیب میں بدل دی جاتی ہے۔ اور اس طرح SUBJECT اپنے VERB سے پہلے آجاتے ہے۔ (مثال نمبر 1 تا 12)-

(3) اگر REPORTED SPEECH کسی VERB سے شروع ہو رہی ہو تو اس سے پہلے (that کی بجائے) if لگا دیا جاتا ہے۔ (مثال نمبر 7 تا 11)

(4) اگر REPORTED SPEECH کسی سوالیہ لفظ (why، who، when وغیرہ) سے شروع ہو رہی ہو تو اس سے پہلے نہ if لگانے کی ضرورت پڑتی ہے اور نہ ہی کسی اور لفظ کی۔

(5) اگر said to کی جگہ enquired of لگایا جائے تو کوئی مضائقہ نہیں ہے (مثال نمبر 11، 12)- اور نہ if کی جگہ



WHETHER کے استعمال پر ہی کسی کو اعتراض ہو سکتا ہے۔ (مثال نمبر 11، 12)

(6) جب REPORTED SPEECH کے الفاظ کی "سوالیہ فقرے" کی ترتیب کو "بیانیہ فقرے" کا جامہ پہنا دیا جائے تو فقرے کے آخر میں MARK OF INTERROGATION کی جگہ FULL STOP لگا دیا جاتا ہے۔ (مثال نمبر 1 تا 12)

ان سب اصولوں کو سمجھ لینے کے بعد ذیل کی مشق حل کیجیے۔

## EXERCISE 10

**Put into the Indirect Form of Speech:-**

(A) 1. He said to me, "What are you doing here ?" 2. She told to him, "Why have you not gone to the doctor today ?" 3. I said to them, "Where are you going today ?" 4. I said to the postman, "Is there any letter for me today ?" 5. She said to him, "Did you iron my shirt yesterday ?" 6. He said to me, "Has it been raining here since morning ?" 7. I said to them, "Where were you going yesterday ?" 8. You said to her, "Did you meet these ladies at the railway station ?" 9. The policeman said to the taxi-driver, "Why did you refuse to take these ladies to the railway station ?" 10. He said to the stranger, "Are you in your senses now ?" 11. She said to her brother, "Were you feeling any pain in your chest yesterday ?" 12. He said to them, "Will you be going to Karachi by the morning train tomorrow ?" 13. The old man said to the beggar, "Were you knocking at my door just now ?" 14. The shopkeeper said to me, "Did you give me a ten-rupee note for these cakes of soap ?" 15. He said to me, "Why were you beating my servant yesterday ?"

(B) 1. He said to me, "What is your father ?" 2. She said to me, 'How many sisters have you ?" 3. You said to him, "When did you buy this house ?" 4. She said to us, "Where were you going yesterday

with this man ?" 5. I said to her, "Have you consulted any doctor today ?" 6. She said to him, "Will you lend me your pen for today ?" 7. He said to me, "How far is Mecca from Medina ?" 8. I said to them, "Will you build a hospital over here ?" 9. They said to us, "Were you sleeping in this room yesterday ?" 10. The policeman said to him, "Why did you beat this old man yesterday ?" 11. "May I come in, madam ?" Said she to the principal. 12. The goldsmith said to the thief, "How did you break the lock of this safe ?" 13. "Why," said the doctor to me, "did you not take this medicine yesterday ?" 14. Mother said to my friend, "Have you paid the fine today ?" 15. "Are you really suffering from fever now?" Said I to the beggar. 16. She said to us, "Was he really trying to fire at you ?" 17. "My son, where are you now coming from?" Said the old man. 18. She said to him, "Did you see the snake in the compound of this house ?"19. "Was it raining very heavily over here at night ?" Said the guest to us. 20. He said to them. "Will you take the examination this year ?"

### (B) FROM INDIRECT INTO DIRECT SPEECH

جب کسی فقرے کو INDIRECT SPEECH سے DIRECT SPEECH میں تبدیل کیا جائے تو جیسا کہ ذیل کی مثالوں سے ظاہر ہے وہ تمام قاعدے جو صفحات 36، 37، 38 اور 39 پر درج ہیں اُلٹ جاتے ہیں۔

| DIRECT SPEECH | INDIRECT SPEECH |
|---|---|
| 1. She asked me what my name was. | 1. She said to me, "What is your name ?" |
| 2. I asked him where he lived in that city. | 2. I said to him, "where do you live in this city ?" |
| 3. They enquired of us if we had broken that flower-pot. | 3. They said to us, "Have you broken this flower-pot ?" |





| | |
|---|---|
| 4. He asked her very respectfully whether she was going to Karachi by the Tez Gam the next day. | 4. He said to her, "Madam, are you going to Karachi by the Tez Gam tomorrow ?" |
| 5. They asked him if he had been working in that office since 1975. | 5. They said to him, "Have you been working in this office since 1975 ?" |
| 6. The doctor enquired of her whether she had taken that medicine the previous day. | 6. The doctor said to her, "Did you take this medicine yesterday ?" |

اگر اُن مثالوں کے سمجھنے میں کوئی مشکل پیش آئے تو ایک ایک کر کے پہلے دائیں اور پھر بائیں کالم کے آمنے سامنے کے فقروں کا مطالعہ کیجیے۔ اس طرح تین چار دفعہ کر لینے کے بعد اس ترتیب کو بدلتے ہوئے پہلے بائیں اور پھر دائیں کالم کے آمنے سامنے کے فقروں کو پڑھیے۔ ایسا کرنے سے انشاءاللہ تعالیٰ سب کچھ اچھی طرح آپ کے ذہن نشین ہو جائے گا۔ پھر جب کوئی بھی مشکل باقی نہ رہے تو مندرجہ ذیل مشق کو حل کیجیے:-

## EXERCISE 11

**Put into the Indirect Form of Speech:-**

1. I asked the boy why he was weeping. 2. She asked him when he was going for the Hajj. 3. He asked me if I was in my senses. 4. They asked him how he managed to escape from that place. 5. We enquired of him whether that train was running on time then. 6. He asked his mother whether she would go with him to Murree the next-day. 7. The teacher enquired of the boys whether they were fully prepared to take the test that day. 8. She asked her brother where he was going with those boys then. 9. She asked her teacher respectfully if she might go out to see her mother. 10. He asked us why we were making a noise over there. 11. They asked the gardener if they might pluck a few flowers from those

plants. 12. The passenger asked the guard why the train had stopped near that bridge. 13. She asked me when I would return her camera . 14. He enquired of us what we would do with that money there. 15. We asked him when he had returned from Saudi Arabia. 16. He asked us whether we were learning that poem by heart. 17. She asked her brother if she had posted those letters the previous day. 18. Father enquired of me how I was feeling then. 19. I asked the teacher very respectfully why he had expelled my brother from his class. 20. The policeman asked him if he had his driving licence with him.

### (C) BOTH DIRECT & INDIRECT

اب اگلی مشق کو حل کیجیے۔ اس میں آپ کو دونوں طرح کے فقرے ملیں گے۔ DIRECT SPEECH کے بھی اور INDIRECT SPEECH کے بعد۔ ہر ایک فقرے کو بڑے غور سے پڑھ کر پہلے تو اُس کی FORM OF SPEECH کو پہچانیے اور پھر اُسے دوسری FORM OF SPEECH میں تبدیل کیجیے۔ یہاں بھی آپ کو وہی قاعدے کام دیں گے جن کی روشنی میں آپ پچھلی دو مشقوں کو حل کر چکے ہیں

## EXERCISE 12

**Put into the Indirect Form of Speech:-**

1. He said to us, "Have you solved these sums ?" 2. I said to her, "Why was your baby weeping yesterday ?" 3. He asked me where my mother was going the previous day. 4. You said to him, "What did Faisal say here in your ear ?" 5. She said to them, "Is not virtue its own reward ?" 6. I said to the postman, "Is there any letter for me today ?" 7. "Where are you going now ?" Said I to my servant. 8. The policeman enquired of him why he did not observe the traffic rules ? 9. She asked her teacher very respectfully why he was angry with her. 10. Father said to him, "Why have you beaten the servant now ?" 11. We enquired of our neighbour why our house had been locked. 12. I enquired of the servant whether he had told me the truth about that accident. 13. She said to her, "What was your sister saying to you yesterday ?" 14. I asked the carpenter why he had not completed his work the previous day. 15. You said to him, "Did it rain here yesterday ?" 16. "Why are you sitting here, "Salman ?" said his sister. 17. "What are you now doing here, Nadeem ?" said the father to his son. 18. You enquired of him whether he had returned your book to you. 19. The wolf said to the lamb, "Why did you call me names last year ?" 20. "How can I give you a short measure, madam ?" said the shopkeeper to her.





## 4. EXLAMATORY SENTENCES

### (A) FROM DIRECT INTO INDIRECT SPEECH

جب کسی فقرے میں غم یا رنج یا افسوس یا مسرت یا تعجب کے اچانک احساس کا اظہار پایا جائے تو اُسے EXCLAMATORY SENTENCE کہا جاتا ہے، جیسے:-

1. Alas ! He has died.
2. Ha ! Their car was badly damaged.
3. Hurrah ! Today is a holiday.
4. How beautiful this painting is !
5. What a blunder you have made !

اس قسم کے فقروں کے شروع میں یا تو کوئی حرف تاسف (جیسے alas یا ha) یا کوئی حرف انبساط (جیسے hurrah یا aha) یا کوئی کلمہ حیرت (جیسے how یا what) آجاتا ہے۔ پھر تاسف یا رنج یا غم یا مسرت ظاہر کرنے والے۔ الفاظ کے بعد ہمیشہ MARK OF EXCLAMATION-(!)- آتا ہے اور فقرے کے آخر میں FULL STOP (.)- لیکن اگر یہ فقرے how یا what سے شروع ہوں تو how یا what کے بعد تو کچھ نہیں آتا لیکن اُن کے آخر میں MARK OF EXCLAMATION لگا دیا جاتا ہے۔

ان فقروں کو DIRECT SPEECH سے INDIRECT SPEECH میں تبدیل کرتے ہوئے:-

(1) تمام PRONOUNS اُن قاعدوں کے مطابق ہوتے ہیں جو صفحہ نمبر 14 پر بیان ہو چکے ہیں۔

(2) تمام VERBS اُن ہی قاعدوں کے مطابق تبدیل ہوتے ہیں جو صفحات 18 اور 19 پر بیان ہو چکے ہیں۔

(3) تمام "مخصوص الفاظ" (here، now، this وغیرہ) اُسی طرح تبدیل ہوتے ہیں جس طرح صفحات 21 اور 22 پر بیان ہو چکا ہے۔

البتہ دوسری تبدیلیوں کو سمجھنے کے لیے مندرجہ ذیل مثالوں کا مطالعہ کیجیے:-

| DIRECT SPEECH | INDIRECT SPEECH |
|---|---|
| 1. He asked, "Alas ! My brother has met with an accident." | 1. He exclaimed with great grief that his brother had met with an accident. |
| 2. She said to you, "Ha ! You have failed in science by two marks only." | 2. She exclaimed with sorrow saying that you had failed in science by two marks only. |
| 3. They said to us, "Hurrah ! We have defeated your team in this match." | 3. They exclaimed with great joy that they had defeated our team in that match. |
| 4. She said to her mother, "How lucky you are to win this prize !" | 4. She said to her mother in great astonishment that she was very lucky to win that prize. |
| 5. We said, "How old this woman is !" | 5. We said in great surprise that that woman was very old. |
| 6. I said , "How foolish I have been !" | 6. I said in great wonder that I had been very foolish. |
| 7. They said, "How sweet these mangoes are !" | 7. They exclaimed that those mangoes were very sweet. |
| 8. He said, "What a beautiful horse I have bought !" | 8. He exclaimed that he had bought a very beautiful horse. |
| 9. They said, "How foolish this girl is !" | 9. They exclaimed that that girl was very foolish. |





| DIRECT SPEECH | INDIRECT SPEECH |
|---|---|
| 10. You said to him, "What a strange story you are telling us to-day !" | 10. You said to him in great astonishment that he was telling you a very strange story that day. |

دونوں کالموں کے آمنے سامنے کے فقروں کا مقابلہ کرتے ہوئے یہ بات آپ پر فوراً عیاں ہو جائے گی منجملہ اُن تبدیلیوں کے جن کا ذکر اُوپر ہو چکا ہے کسی EXCLAMATORY فقرے کو -- DIRECT SPEECH سے INDIRECT SPEECH میں تبدیل کرتے ہوئے مندرجہ ذیل تغیرات رونما ہوتے ہیں:-

(1) REPORTED SPEECH کے شروع میں کوئی INTER_JECTION (alas یا ha یا aha یا hurrah وغیرہ) آجائے تو وہ حذف ہو جاتا ہے اور اُس کے بعد آنے والا MARK OF EXCLAMATION بھی - لیکن مفہوم کے مطابق REPORTING SPEECH کا said ہمیشہ said to یا exclaimed with joy یا exclaimed with sorrow یا exclaimed joyfully یا exclaimed sorrowfully یا exclaimed with great wonder(joy:sorrow) میں بدل دیا جاتا ہے۔

(2) REPORTED SPEECH کے شروع میں how یا what آجائے تو وہ very یا very great میں بدل جاتا ہے اور اُس کے الفاظ کی ترتیب ASSERTIVE SENTENCE کا روپ اختیار کرلیتی ہے۔

(3) INDIRECT SPEECH کے ہر ایک فقرے کے آخر میں ہمیشہ FULL STOP آتا ہے۔

ان تمام باتوں کو اچھی طرح ذہن نشین کر لینے کے بعد اب مندرجہ ذیل مشق کو حل کیجیے:-

## EXERCISE 13

**Put into the Indirect Form of Speech:-**

(A) 1. He said , "Hurrah ! My father has returned

from Saudi Arabia." 2. She said , "Alas ! My cousin has died in a bus accident." 3. They said "Ah ! The house of our friends has caught fire." 4. We said, "How high these mountains are !" 5. You said to me, what a strange story you have told us !" 6. She said to them, "How sweet these apples are !" 7. He said to me, "what a cruel deed these robbers have done !" 8. My sister said, "Hurrah ! I have won the first prize in sports." 9. We said, "Ha ! Ha ! Father has bought a plot land for us in Faisalabad." 10. She said, "Alas ! My prize bonds have been stolen by my servant."

(B) 1. She said, "Alas ! I have lost my purse." 2. He said. "Hurrah ! My brother stands first in England." 3. They said, "How heavily it is raining here these days !" 4. She said, "How sweetly these birds sing !" 5. We said "What a great man our leader was !" 6. They said, "Alas ! We have not been able to win this prize." 7. The fox said loudly to himself, "How beautiful this bird is !" 8. The old man said, "Ha ! I have lost my ticket." 9. The beggar said, "Alas ! I have no hut to protect myself from this rain." 10. "Aha ! We go to Mecca tomorrow to perform the Hajj, "said they. 11. "How great a blessing of Allah health is !" Said the patient to the doctor. 12. She said, "What a pitiable condition I am in !" 13. The baby said, "Aha ! Father will bring many toys for me tomorrow." 14. The poor man said, "Alas ! My only son has been kidnaped by somebody." 15. These girls said, Hurrah ! "We have all been declared successful by the Headmistress."

## (B) FROM INDIRECT INTO DIRECT SPEECH

جب کسی EXLAMATORY فقرے کو INDIRECT SPEECH سے DIRECT SPEECH میں تبدیل کیا جائے تو جیسا کہ اگلے صفحہ کی مثالون سے ظاہر ہوتا ہے وہ تمام قاعدے جو صفحات 42،43،44 اور 45 پر درج ہیں الٹ جاتے ہیں۔





| INDIRECT SPEECH | DIRECT SPEECH |
|---|---|
| 1. She exclaimed with joy that her father was taking her to Murree the next day. | 1. She said, "Aha ! My father is taking me to Murree tomorrow." |
| 2. They exclaimed with great sorrow that they had been ruined. | 2. They said, "Alas ! We have been ruined." |
| 3. He exclaimed with great grief that his brother had been run over by a taxi. | 3. He said, "Ha ! My brother has been run over by a taxi." |
| 4. He exclaimed with great surprise that that old man was running very fast. | 4. He said, "How fast this old man is running." |
| 5. They exclaimed that they had to deal with a big fool. | 5. They said. "What a big fool we have to deal with !" |
| 6. She exclaimed with great joy that her brother had won a scholarship. | 6. She said, "Hurrah ! My brother has won a scholarship." |

اگر اِن مثالوں کے سمجھنے میں کوئی مشکل پیش آئے تو ایک ایک کر کے پہلے دائیں اور پھر بائیں کالم کے فقروں کو پڑھیے۔ اس طرح تین چار دفعہ پڑھ لینے کے بعد اِس ترتیب کو بدلتے ہوئے پھر پہلے بائیں اور اُس کے بعد دائیں کالم کے آمنے سامنے کے فقروں کو پڑھیے۔ ایسا کرنے سے اِنشاءاللہ تعالیٰ سب کچھ اچھی طرح آپ کے ذہن نشین ہو جائے گا۔ جب کوئی بھی مشکل باقی نہ رہے تو مندرجہ ذیل مشق کو حل کیجیے:-

## EXERCISE 14

**Put into the Direct Form of Speech:-**

1. He exclaimed with sorrow that his watch had been stolen. 2. She exclaimed with joy that that was a very

beautiful doll. 3. We exclaimed that that well was very deep. 4. She exclaimed with wonder that her servant was very brave. 5. They exclaimed that those snakes were very poisonous. 6. Boys cried out with great joy that the question paper was very easy. 7. He exclaimed with great sorrow that he had failed in science by only two marks. 8. Children cried out very joyfull that their school would remain closed for two days. 9. He exclaimed that she had painted a very beautiful scenery. 10. She exclaimed with great joy that her father had bought a television-set for her. 11. The captain exclaimed with sorrow that he had failed to kick the ball through the goal-posts. 12. She cried that her wound was causing her great pain. 13. They exclaimed with great joy that their son had reached home quite safe and sound. 14. He exclaimed that the Minar-i-Pakistan was indeed very grand and majestic. 15. I exclaimed with great joy that the bullet did not hit him.

### (B) BOTH DIRECT & INDIRECT

اب اگلی مشق کو حل کیجیے۔ اس میں آپ کا واسطہ دونوں طرح کے فقروں سے پڑے گا --- اُن فقروں میں بھی جو DIRECT SPEECH میں ہیں اور اُن فقروں سے بھی جو INDIRECT SPEECH میں ہیں۔ ہر ایک فقرے کو بڑے غور سے پڑھ کر پہلے تو اس کی FORM OF SPEECH کو پہچانیے اور پھر اُسے دوسری FORM OF SPEECH میں تبدیل کیجیے۔ یہاں بھی آپ کو وہی قاعدے کام دیں گے جن کی روشنی میں آپ نے پچھلی دو مشقیں حل کی ہیں۔

## EXERCISE 15

**Change the Form of Narration :-**

1. He said, "Aha ! My brother will perform the Hajj tomorrow." 2. She said, "What a beautiful carpet you have bought." 3. He exclaimed with joy that he would leave for Madina the following day. 4. They exclaimed with sorrow that their shop had been looted by those bad







characters. 5. He said, "Hurrah ! My college has won the match by two goals." 6. She exclaimed with grief that her uncle had died. 7. She exclaimed with wonder that their neighbour was a notorious smuggler. 8. He said, "Alas ! My friends have cheated me." 9. She said, "Alas ! My uncle car has met with an accident." 10. They exclaimed with joy that the thief had been arrested by the police. 11. He exclaimed with great sorrow that he had lost his passport. 12. The said, "Hurrah ! Our forces have defeated the enemy." 13. She said, "Alas ! Plane carrying a group of tourists has crashed near Hyderabad." 14. The child exclaimed with joy that his mother had returned from Iran. 15. "How glad I am, "said Arif, "to meet my old friends here in this exhibition !"

## 5. OPTATIVE SENTENCES

### (A) FROM DIRECT INTO INDIRECT SPEECH

جب کسی فقرے میں کوئی "دعا" یا "تمنا" پائی جائے تو اُسے OPTATIVE SENTENCE کہا جاتا ہے، جیسے:

1. May he reach home quite safe and sound !
2. May you recover very soon !
3. May she succeed in examination !.
4. Would that we had won that mach !
5. Would that I were in Mecca today !

اس قسم کے فقروں کے شروع میں -- جیسا کہ آپ نے دیکھ لیا ہے -- may یا would اور آخر میں MARK OF EXLAMATION آتا ہے۔

انہیں DIRECT SPEECH سے INDIRECT SPEECH میں تبدیل کرنے میں:-

(1) تمام PRONOUNS اُن ہی قاعدوں کے مطابق تبدیل ہوتے ہیں جو صفحہ 14 پر بیان ہو چکے ہیں۔

(2) تمام VERBS اُن ہی قاعدوں کے مطابق تبدیل ہوتے ہیں جو صفحات 18 اور 19 پر بیان ہو چکے ہیں۔

(3) تمام مخصوص الفاظ (here، now، this، today وغیرہ) اُسی طرح تبدیل ہوتے ہیں جس طرح صفحات 21 اور 22 پر بیان ہو چکا ہے۔

البتہ اِن کے علاوہ اور جو تبدیلیاں رونما ہوتی ہیں انھیں سمجھنے کے لیے مندرجہ ذیل مثالوں کا مطالعہ کیجیے:-

| DIRECT NARRATION | INDIRECT NARRATION |
| --- | --- |
| 1. He said, "May my son pass the examination this year !" | 1. She prayed that her son might pass the examination that year. |
| 2. He said to them, "May you catch the train today !" | 2. He prayed for them that they might catch the train that day. |
| 3. We said, "May the police arrest the thieves !" | 3. We prayed that the police might arrest the thieves. |
| 4. They said, "May we do this paper to our satisfaction !" | 4. They prayed that they might do that paper to their satisfaction. |
| 5. Mother said to me, "Would that your father were here today !" | 5. Mother wished that my father had been there that day. |
| 6. The teacher said to the students, "Would that I were on leave today !" | 6. The teacher wished that he had been on leave that day. |
| 7. People said, "Would that the Quaid-i-Azam were alive these days to see our fate !" | 7. People wished that the Quaid-i-Azam had been alive those days to see their fate. |
| 8. The captain said, "Would that my team had won this match !" | 8. The caption wished that his team had won that match. |

دونوں کالموں کے آمنے سامنے کے فقروں کا مقابلہ کرتے ہوئے یہ بات آپ پر فوراً عیاں ہو جائے گی کہ منجملہ اُن تبدیلیوں کے جن کا ذکر اُوپر ہو چکا ہے کسی OPTATIVE فقرے کو DIRECT SPEECH سے INDIRECT SPEECH میں تبدیل کرتے ہوئے







مندرجہ ذیل تغیرات رونما ہوتے ہیں:-

(1) اگر REPORTED SPEECH کے شروع میں may آرہا ہو تو اُس فقرے کا REPORTING VERB ہمیشہ Prayed میں تبدیل ہو جاتا ہے۔ (مثال نمبر 1 تا 4)

(2) اگر REPORTED SPEECH کے شروع میں would آرہا ہو تو اُس فقرے کا REPORTING VERB ہمیشہ wished میں تبدیل ہو جاتا ہے۔ (مثال نمبر 5 تا 8)

(3) فقرے کی REPORTING SPEECH اور REPORTED SPEECH کو ملانے کے لیے that آجاتا ہے۔

(4) فقرے کی REPORTED SPEECH کا may تو might میں تبدیل ہو جاتا ہے لیکن اُس کا would بھی حذف ہو جاتا ہے اور اُس کے بعد آنے والا that بھی۔

(5) INDIRECT FORM میں تبدیل ہونے ہیں OPTATIVE فقرہ ہمیشہ ASSERTIVE فقرے کا روپ اختیار کر لیتا ہے اور اُس کے آخر میں MARK OF EXCLAMATION کی جگہ FULL STOP لے لیتا ہے۔

اِن تمام باتوں کو اچھی طرح ذہن نشین کر لینے کے بعد مندرجہ ذیل مشق کو حل کیجیے:-

## EXERCISE 16

**Put into the Indirect Form of Speech:-**

**(A)** 1. Mother said, "May my son live long !" 2. He said to me, "May you succeed in life !" 3. She said to her sons, "May you return home quite safe and sound !" 4. The old man said, "May I be young once again !" 5. He said, "Would that I were rich !" 6. You said to me, "Would that you had won the prize !" 7. He said to her, "May your husband recover very soon !" 8. They said to him, "May you be successful in this examination !" 9. The old lady said, "May Pakistan prosper by leaps and bounds !" 10. The children said, "May our school be closed tomorrow for a week !"

**(B)** 1. She said , "May the rain stop before sun-rise !" 2. He said, "Would that I were born in England !" 3. We said to him, "Would that you were with us during our visit to Swat ! 4. They said, "May God save us from the hands of these cruel money-lenders !" 5. He said "Would that I were the only son of very rich man !" 6. She said, "May my friend recover very soon from his illness !" 7. You said, "Would that my business had progressed by leaps and bounds !" 8. They said, "May every Muslim become a true follower of Islam !" 9. You said, "Would that I had not cast my vote in his favour !" 10. They said, "Would that we had stood by our friends through thick and thin !" 11. They said, "May our brethren in the Middle East overcome their difficulties very soon !" 12. "May God bless you with a son !" Said the old woman to Parveen. 13. "Would that I were never born in this world !" Said the poor young man. 14. She said, "May this train reach Karachi in time !" 15. They said, "Would that we had attended the funeral of that saint !"

## (B) FROM INDIRECT INTO DIRECT SPEECH

جب کسی OPTATIVE فقرے کو INDIRECT SPEECH سے DIRECT SPEECH میں تبدیل کیا جائے تو، جیسا کہ ذیل کی مثالوں سے ظاہر ہے، وہ تمام قاعدے جو صفحات 49، اور 50 پر درج ہیں اُلٹ جاتے ہیں۔

| INDIRECT SPEECH | DIRECT SPEECH |
|---|---|
| 1. They prayed that they might reach Mecca very soon. | 1. "May we reach Mecca very soon !" Said they. |
| 2. He wished that he might catch that train that day. | 2. He said, "May I catch this train today !" |
| 3. They wished that they had not failed to see that magic show. | 3. They said, "Would that we had not failed to see that magic show !" |







| | |
|---|---|
| 4. The boys prayed that their examination might be postponed. | 4. "May our examination be postponed !" said the boys. |
| 5. The hunter wished that he had shot down many birds that day. | 5. The hunter said, "Would that I had shot down many birds today !" |
| 6. She prayed that it might not rain that day. | 6. She said, "May it not rain today !" |

اگر اِن مثالوں کے سمجھنے میں کوئی مشکل پیش آئے تو ایک ایک کر کے پہلے دائیں اور پھر بائیں کالم کے فقروں کو پڑھیے۔ اِس طرح تین چار دفعہ پڑھ لینے کے بعد اِس ترتیب کو بدلتے ہوئے پھر پہلے بائیں اور اُس کے بعد دائیں کالم کے آمنے سامنے کے فقروں کو پڑھیے۔ ایسا کرنے سے اِنشاء اللہ تعالیٰ سب کچھ اچھی طرح آپ کے ذہن نشین ہو جائے گا۔ جب کوئی بھی مشکل باقی نہ رہے تو مندرجہ ذیل مشق کو حل کیجیے:-

## EXERCISE 17

**Put into the Indirect Form of Speech:-**

1. They prayed that Allah might forgive their sins. 2. She wished that she had not sent her son to the market. 3. He wished that he had studied his courses very thoroughly before taking the examination. 4. I prayed that my mother might reach Jeddah quite safe and sound. 5. She wished that the police might trace out her stolen car. 6. We prayed that Pakistan might become a prosperous country. 7. They wished that they had not depended on guess papers for their success in the examination. 8. The naughty boy wished that he had not climbed that tree that day. 9. We prayed that God might grant us victory over our enemies. 10. My neighbour wished that he had gone to Iraq with his mother. 11. He prayed that his daughter might be married to a perfect gentleman. 12. She wished that her parents had taught her the Holy

Quran in her childhood. 13. Boys wished that that day had been a holiday. 14. They wished that they had not made a bargain with those people the previous day. 15. He prayed that his sons might learn to lay by something against the rainy days.

### (C) BOTH DIRECT AND INDIRECT

اب اگلی مشق کو حل کیجیے۔اس میں آپ کا واسطہ دونوں طرح کے فقروں سے پڑے گا۔۔۔اُن فقروں میں بھی جو DIRECT SPEECH میں ہیں اور اُن فقروں سے بھی جو INDIRECT SPEECH میں ہیں۔ہر ایک فقرے کو بڑے غور سے پڑھ کر پہلے تو اس کی FORM OF SPEECH کو پہچانیے اور پھر اُسے دوسری FORM OF SPEECH میں تبدیل کیجیے۔یہاں بھی آپ کو وہی قاعدے کام دیں گے جن کی روشنی میں آپ نے پچھلی دو مشقیں حل کی ہیں۔

## EXERCISE 18

**Change the Form of Narration :-**

1. He wished that he had not made that mistake. 2. She said, "May the judge sentence the murderer of my son to death !" 3. They said, "Would that we had not travelled by that ill-fated bus !" 4. We prayed that our brother's fever might subside that day. 5. He said, "Would that I were born in the house of a big landlord !" 6. They said, "May God protect our village from this flood !" 7. We wished that we had been at home that day. 8. He said, "May God grant me courage to bear this loss !" 9. They said, "Would that we had not bought this house !" 10. They prayed that they might be able to pay up their debt that year. 11. You wished that your name had been in that list of prize winners. 12. She said, "Would that I were the owner of this factory !" 13. He prayed that he might pass the examination in the first division. He wished that his application for leave had not been rejected by the principal.

لیجیے DIRECT & INDIRECT NARRATION کا بیان ختم ہو گیا ہے۔اسے کم از کم ایک بار شروع سے آخر تک ضرور دھرا لیجیے تاکہ اس کے مندرجات اچھی طرح آپ کے ذہن نشین ہو جائیں۔







اور پھر اس کتابچے کو وقتاً فوقتاً دھراتے رہیے تاکہ کوئی بھی بات آپ کے ذہن سے محو نہ ہو سکے۔

## MISCELLANEOUS SENTENCES

### (A) All Kinds of Sentences Mixed Together

اب ذیل کی متفرق مشق کو حل کیجیے۔اس میں تمام قسموں کے فقرے جو آپ نے پڑھے ہیں۔۔DIRECT SPEECH کے بھی اور INDIRECT SPEECH کے بھی۔۔ملے جلے موجود ہیں۔ہر ایک فقرے کو بڑے غور سے پڑھ کر پہلے اس کی قسم کو پہچانیے اور پھر اس کی FORM OF SPEECH کو۔جب یہ دونوں باتیں آپ کی سمجھ میں آجائیں تو پھر اس کی FORM OF SPEECH کو تبدیل کیجیے۔

## EXERCISE 19

**Change the Form of Narration :-**

(A) 1. "She said, "God is one." 2. He said to me, "Go away from here." 3. You said to him, "Where are you coming from ?" 4. The beggar said to her, "May God bless you with a son !" 5. She said to her sister, "How beautiful these clothes are !" 6. "He said to me, "What a big lie it is !" 7. My friend said to me, "I returned from Quetta only last evening." 8. He said to me, "Sir, I lost the purse on my way to market." 9. She said to him, "Why were you knocking at my door just now ?" 10. He said to them, "May you recover your stolen car today !" 11. She said, "Alas ! They have taken my servant to the police station." 12. The peon said to me, "Sir, may I go downstairs and have a talk with my sister ?" 13. They said, "Hurrah ! Our team has won the match." 14. She said to them, "Virtue is its own reward." 15. He said to me, "You sent a telegram to me only yesterday." 16. She said to him, "Will you lend me your camera for today ?" 17. They said to

Him "Trust in God and do the right " 18. He said to her, " Madam at what time can I see you to-morrow ?" 19. He said to the peon, "Do not let any-body enter my office before 11 A.M." 20. He said to me, "Are you ready to go with me now .? 21. She said, "My son, do not deceive anybody."

(B) 1.He said, "God helps those who help them-selves." 2. I said to him, "Go away at once." 3. She wished that her brother might live long. 4. The child said, "Hurrah ! Mother has come." 5. The doctor forbade the patient to eat sweets." 6. He asked me whether I could spare some money for him. 7. Saulat requested me to lend him my pen." 8. He said to me, "Is man the maker of his own fate.? 10. She asked Nadeem what he had been doing the previ-ous day ." 11. The old woman said,"Let their wish be done, O God," 12. Good morning , Sir," said Javeid. 15. "Good morning madam," said Najma to the old lady. "May I know why the house of your neighbour is locked?" 16. "Yes," said the teacher to the student, "You can play the match tomorrow." 17. The little girls explained with sorrow that her doll had been stolen by her brother. 18. "Well." Said the landlord to me. "You will have to pay me rent for six months in advance." 19. "Are you the robber, " said the King, "of whom I have heard so much?" 20. They exclaimed with joy that the case against their leader and been dismissed by the magistrate . "

(c) 1. She said to me, "Why did you steal my pen from this box ?" 2. She said,"Alas ! I have missed the first bus for Rawalpindi today." 3. You said to him, "Get out of my house now and never show me your face again." 4. She asked me if he had gone out for a walk just then. 5. "Hurrah," said the boys, "Our school has won this match." 6. She asked them where they had left their servant the previous day. 7. The doctor said him, "I am too busy these days







To pay a visit to your house." 8. He said to us, "I have done my duty and it is your turn now to do yours." 9. He said to me, "Don,t you know that I am your next-door neighbour ?" 10. She said to him, "Get up very early in the morning and go out for a walk every day." 11. The visitor said to the manager, "Sir, my son is ill today and he cannot come to work in the factory." 12. The policeman said to me, "Show me your identity card please." 13. We said with one voice, "May Pakistan prosper by leaps and bounds !" 14. "Would that I were rich enough to help you in your distress !" Said the old lady to them. 15. "When will this train reach Peshawar ?" Said the passenger to the guard. 16. "Have you milked all these cows,mother?" Said the young man. 17. "Is this the way to talk to a stranger ?" Said he to his brother. 18. "Shut the gate and do not let any-body go out," said the master to his peon. 19. She exclaimed with sorrow that her brother had failed in English by five marks only. 20. The old man advised his sons to help the poor and the needy.

(D) 1. She asked the stranger what his name was. 2. "Good morning, madam," said the viditor, "I want to see Mr. Nadeem just now." 3. He said to me, "Were you are a student of the Government College ?" 4. You advised him to help his friends and neighbours, whenever they were in trouble. 5. He asked the post-man if he had brought any letter for him. 6. "May I come in sir ?" Said the student to the headmaster. 7. She prayed that her son might return home quite safe and sound. 8. "How beautifull this painting is !" Said Khalida to her mother. 9. "Show me your tickets." Said the S.T.E. To the passengers. 10. The constable said to the two young men, "Where are you comming from at the dead of night ?" 11. She said to the S.H.O., "Our lives are in in danger and we have come to you for help." 14. The old woman said to me, " Please help me cross this road." 15. "What will you charge me for dressing my hair ?" Said a little girl to the

barber. 16. She said to him that she had every sympathy with him in his grief. 17. He asked the doctor when he should come to him for getting his eyes tested. 18. The teacher forbade the boys to copy in the examination hall. 19. He said to me, "Where have you been all these days ?" 20. Father said to me, "I am not satisfied with the work of this servant."

### (B) Sentences Selected From Examination Papers

اب لیجیے آخری مشق -- اِس کے فقرے مختلف امتحانات کے پرچوں سے منتخب کیے گئے ہیں۔ انہیں غور سے پڑھیے اور بڑی اِحتیاط سے حل کیجیے۔

## EXERCISE 20

### (A) Middle Standard Examination

**Change the Form of Narration :-**

1. He said to me, "What is your name?" 2. She said, "Alas ! I have failed !" 3. The teacher said to Ali, "Open the door for Jamil." 4. He said, "God is one." 5. Ahmed said to me, "I do not play hockey." 6. I said to them, "Honesty is the best policy." 7. He said to me, "Help the poor." 8. Ali said, "I will not pull her hair again." 9. She said to me, "I am glad to see you." 10. He said to Akram, "Do you go to Sialkot ?" 11. The policeman said to the thief, "Where are you going ?" 12. The teacher said to the boys, "Close your books."

### (B) Secondary School Certificate Examination

**Change the Form of Narration :-**

1. I said to him, "Why are you weeping ?" 2. The woman said, "Alas ! I have lost my son !" 3. He said, "Bravo ! You have done well." 4. He told me that he would arrive at about mid-day. 5. The boy said, "Hurrah ! I have drawn the first prize." 6. He said to me, "May God help you !" 7. She said to me, "Why have you insulted my father ?" 8. The good lady said, "What a miserable life yours is !" 9. He





said to his servant, "Do not stay here." 10. I said to her mother if she might go. 11. Naureen said to Shahida, "Alas ! My father has died."

### (C) Intermediate Examination

**Change the Form of Narration. :-**

1. The teacher said, "Stop making that noise, boys." 2. He said, "Hurrah ! I have found my friend." 3. I said, "Hush ! The boy is asleep." 4. The officer said to the boys, "Why are you always late ?" 5. The servant said to his master, "Sir, somebody wants to speak to you." 6. The traveller said, "What a dark night it is !" 7. He said to his servant, "Don't stand there doing nothing." 8. "What a silly boy you are !" Cried the mother. 9. The Quaid-i-Azam said to the people, "Islam expects every Muslim to do his duty." 10. She said, "I am not in the habit of telling lies." 11. He asked his sister why she had locked the door. 12. He said to me, "Please sit down." 13. He said, "I will come to see you tomorrow." 14. The player said, "Hurrah ! We have won the match."

اِس کتابچے سے کماحقہ مستفید ہونے کے لیے اِس کی ہر ایک مشق بڑی اِحتیاط سے حل کیجیے اور جب تک ہر ایک حل شدہ مشق کو کسی ماہر معلم سے (جو آپ کی غلطیوں کی نشاندہی اور وضاحت بھی کر سکیں) درست نہ کرا لیں اگلی مشق حل نہ کریں کیونکہ چیک ہوئے بغیر آپ کی غلطیاں پختہ ہوتی چلی جائیں گی اور بالآخر اُن سے پیچھا چھڑانا آپ کے لیے مشکل نہیں بلکہ ناممکن ہو جائے گا۔

<u>By the Same Author</u>

## PAK ENGLISH COMPOSITION FOR EVERYBODY

سکولوں اور کالجوں کی چھوٹی بڑے ہر ایک جماعت کے طلبہ
اور طالبات کو روانی سے انگریزی لکھنے کا فن سکھانے والی
انگریزی کمپوزیشن کی یہ جگہ جامع کتاب آسان ،اور با محاورہ
زبان میں لکھے ہوئے 75 مکالموں (DIALOGUES)، 100
کہانیوں (STORIES)، 175 خطوط اور درخواستوں
(LETTERA & APPLICATION) اور 250 پیراگرافوں
(PARAGRAPHS) اور مضامین (ESSAYS) کا ایک
حسین مجموعہ ہے۔

اس کا مطالعہ اپنی انگریزی کو بہتر بنانے بلوطے کی
طرح رٹنے کی لعنت سے پیچھا چھڑا کر انشا پردازی کا فن
سکھانے اور روانی سے خود بخود درست انگریزی میں اپنے
خیالات کا اظہار کرنے میں آپ کو بہترین رہبر کا کام دے گا۔
یقین کیجیے کہ اسے غور سے پڑھنے کی بدولت آپ انشاء اللہ تعالیٰ
تھوڑے ہی عرصے میں کمزور سے ہوشیار اور قابل سے
قابل تر ہوتے چلے جائیں گے۔







# APPENDIX 1

## Continuous Passages

بعض اوقات انواع و اقسام کے فقروں پر مشتمل ایک عبارت کو
DIRECT NARRATION سے INDIRECT NARRATION
میں تبدیل کرنا پڑتا ہے۔ اس کی آسان ترین ترکیب یہ ہے کہ ہر ایک
فقرے کے ساتھ ایک ایک REPORTING SPEECH اپنے پاس سے
لگا کر ان فقروں کو INDIRECT SPEECH میں تبدیل بھی
کرتے چلے جائیں اور ان کے درمیان باہم دگر رابطہ پیدا کرنے کے لیے
مندرجہ ذیل الفاظ یا مجموعہ ہائے الفاظ کو بھی ۔۔۔ جیسا کہ ذیل کی
مثالوں سے ظاہر ہے۔۔۔ اپنے مصرف میں لاتے چلے جائیے:۔

1. further said. 2. continued. 3. added
4. went on to say. 5. asked further.

### Solved Example No : 1

| DIRECT SPEECH | PREPARATION FOR INDIRECT SPEECH |
|---|---|
| The son said, "I will go to my father and will say unto him, "Father, I have sinned against Heaven and before thee, and am no more worthy to be called thy son. Make me as one of thy hired servants." | The son said, "I will go to my father." The son would say unto him, "Father, I have sinned against Heaven and before thee and am no more worthy to be called thy son." The son would say to him, "Make me as one of thy hired servants." |

**INDIRECT SPEECH :** The son said that he would go to his father to confess that he had sinned against Heaven and before him, and was no more worthy to be called his son. He affirmed that he would, therefore, request his father to make him one of his hired servant.

### Solved Example No : 2

| DIRECT SPEECH | PREPARATION FOR INDIRECT SPEECH |
|---|---|
| "What is this strange out-cry ?" said Socrates to them | Socrates said to them, "What is this strange out- |

"I sent the women away that they might not offend me in this way for I have heard that a man should die in peace. Be quiet, then, He said to them be quiet and have patience."

cry ?" Socrates further said, "I sent the women away that they might not offend me in this way, for I have heard that a man should die in peace." He therefore, said to them, "Be quiet and have patience."

**INDIRECT SPEECH :** Socrates inquired of them what that strange outcry was. He reminded them that he had sent women away mainly in order that they might not offend him in that way. He added that he had done so for he had heard that a man should die in peace.

## Solved Example No : 3

### DIRECT SPEECH

The traveller said, "Can you tell me the way to the nearest inn ?" "Yes," said the peasant. "Do you want one in which you can spend the night ?" "No" replied the traveller, "I want a meal."

### PREPARATION FOR INDIRECT SPEECH

The traveller said to the peasant, "Can you tell me the way to the nearest inn ?" "Yes, by all means," said the peasant. The peasant further said to the travellers, "But do you want one in which you can spend the night ?" "No," replied the traveller, "I only want a meal."

**INDIRECT SPEECH :** The traveller asked the peasant if he could tell him the way to the nearest inn. The peasant replied that he would and asked him whether he wanted one in which he could spend the night. The traveller answered that he did not wish to stay there, but he only wanted a meal.

اِن تینوں حل شدہ مثالوں میں DIRECT SPEECH کو اِبتدائی ہدایت کے مطابق پہلے INDIRECT SPEECH کے لیے تیار کر کے







دکھایا گیا ہے اور پھر اِس طرح جن نئے لفظوں کا اضافہ کیا گیا ہے وہ موٹے حروف میں چھپے ہوئے ہیں ۔اِن کے علاوہ اور بھی جو الفاظ استعمال ہو سکتے ہیں وہ صفحہ نمبر 61 پر حل شدہ مثال نمبر 1 کے اُوپر درج ہیں۔

بعض اوقات ایک مکالمے ( DIALOGUE ) کو بھی DIRECTSPEECH سے INDIRECT SPEECH میں تبدیل کرنا پڑتا ہے۔ذیل میں اِسی غرض سے دو مثالوں کا اِضافہ کر دیا گیا ہے تاکہ اِس کتابچے کا مضمون کسی بھی طرح تشنۂ تکمیل نہ رہے۔

## Solved Example No : 4

### DIRECT SPEECH

**Patient :** Good morning, doctor ! Can you spare me a few minutes ?

**Doctor :** Certainly ! Come in and sit down. What is the matter with you ?

**Patient :** I am suffering from malaria. I have had no sleep for two days.

**Doctor :** Let me feel your pulse.

**Patient :** I have high fever and I am feeling very uneasy.

**Doctor :** Take this medicine every three hours. You will be all right very soon.

### INDIRECT SPEECH

The patient greeted the doctor and asked him (doctor) if he could spare him a few minutes. The doctor said that he would certainly do that. He (doctor) asked him (patient) to sit down and asked him what the matter with him was. The patient said that he had been suffering from malaria and added that he had no sleep for two days and two nights. The doctor asked him to let him feel his (patient's) pulse. The patient confirmed that he had high fever and was feeling very uneasy. The doctor advised him to take that medicine every three hours and assured him that he would be all right very soon.

## Solved Example No : 5

**Teacher :** Stand up Jamil, and tell me why you were

The teacher asked Jamil to stand up and to tell him

absent yesterday.
Jamil : I was ill, sir.
Teacher : Why did you not send an application for leave ?
Jamil : Sir, there was nobody at home to bring it here.
Teacher : Did you take any medicine ?
Jamil : No, sir, I did not.
Teacher : Then how did you get well ?
Jamil : It was all due to God's mercy. How kind He is !

Why he had been absent the previous day. Jamil replied very respectfully that he had been ill. The teacher then enquired of him why he had not sent an application for leave. Jamil told him very respectfully that there had been nobody at home to bring it there. The teacher again enquired of him if he had taken any medicine. Jamil replied very respectfully that he had not. Then the teacher asked him how he had got well. Jamil said that it had all been due to the mercy of God and exclaimed that He was indeed very kind.

## EXERCISE 21

**Put into the Indirect form of Speech :-**

1. "Will you help me, Javed ?" Said Kashif. "Yes, gladly," said javaid.

2. "Can you come over to me again tomorrow morning," said Sohail. "No, I'm sorry, I cannot," replied Saulat. "I'm very busy these days because of my exams."

3. "My sons," said he, "a great treasure lies hidden in these fields. I'm leaving it all for you." "But where is it ?" asked the sons. "I cannot recollect where I hid it." Replied the old man. "Dig for it and I'm sure you will find it out."

4. "Do you really want work ?" said the merchant. "Yes, if you have any," said the boy. "Then follow me, and carry this box to my house, young man," said the merchant.







5. "Boys, "said the teacher, "You are the architects of your fates. Allah to helps those who help themselves. Be true to Allah and the Holy Prophet, "and everything in this world will be at your service."

6. A man asked the Holy Prophet, "O messenger of God, which is the greatest of sins in the eyes of our Creator ?" "That you make another an associate with Him," was his prompt reply.

7. Hazrat Umar said, "the prince and the pauper are equal before the law in Islam. Justice must be done to the poor man, even though the wrong doer is the prince."

8. "And what have you left for your children ?" Asked the Holy Prophet. "They don't need anything," replied Abu Bakr with a smile. "For them Allah and His Prophet are enough."

9. The enemy, with a broken sword in hand, said, "O Ali, give me a sword that I may continue to fight with you." Hazrat Ali gave him his own sword. "How dare you make such an offer to your enemy ?" Said he. "But how can I refuse any one a boon I may be asked of ?"

10. "Mr. Jinnah," said a judge once in Bombay, "remember you are not explaining points to a third class magistrate." In a flash, Mr. Jinnah answered. "My Lord, allow me to warn you that you are not addressing a third class pleader."

## APPENDIX 2

### QUESTION OF OBJECTIVE PATTERN

یہ ضمیمہ OBJECTIVE TYPE کے سوالات پر مبنی ہے۔ طلبہ اور طالبات کی قابلیت کا جائزہ لینے کا یہ طریقہ بھی اس کتابچے میں شامل کر لیا گیا ہے تاکہ یہ کسی بھی لحاظ سے نامکمل نہ رہے۔

**QUESTION 1 : Each of the following sentences in the Direct Narration, has three suggested answer in the Indirect Narration, written under it. Write down the answer which, in your opinion, is correct :-**

1. **He said to me, "you are my fast friend."**
   (a) He said to me that you are my fast friend.
   (b) He said to me that I was his fast friend.
   (c) He said to me that he was my fast friend.

2. **I said to her, "You have beaten my servant."**
   (a) I said to her that you had beaten my servant.
   (b) I said to her that I had beaten your servant.
   (c) I said to her that she had beaten your servant.

3. **She said to us, "I broke my pen yesterday."**
   (a) She said to us that she had broken her pen the previous day.
   (b) She said to us that she broken her pen yesterday.
   (c) She said to us that she was broken her pen the previous day.

4. **You said to him, "I was going to see your uncle now."**
   (a) You told to him that he was going to see my uncle then.
   (b) You told him that you were going to see his uncle then.
   (c) You said to him that you had been going to see his uncle then.

5. **He said to her, "Madam ! I shall not come here tomorrow."**
   (a) He said to her respectfully that he would not come there the next day.
   (b) He said to her respectfully that I would not come there the next day.







   (c) He said to her respectfully that he would not go there the next day.

6. **She said to him, "Help this old man."**
   (a) She ordered him to help this old man now.
   (b) She advised him to help the old man then.
   (c) She asked him to help that old man then.

7. **He said to them, "Why were you sitting here ?"**
   (a) He asked them why they had been sitting there.
   (b) He asked them that why they were sitting there.
   (c) He asked to them that why they were sitting there.

8. **You said, "May this train reach here in time !"**
   (a) You prayed that this time train may reach there in time.
   (b) You prayed that that train may reach there in time.
   (c) You prayed that this time train might reach there in time.

9. **He said to me, "Did you see my son in this room ?"**
   (a) He asked to me if I had seen his son in that room.
   (b) He asked me if I had seen his son in that room.
   (c) He asked me if he had seen my son in that room.

10. **They said, "How beautiful this mosque is !"**
    (a) They explained that that mosque was very beautiful.
    (b) They explained that how beautiful that mosque was.
    (c) They explained that that mosque is very beautiful.

11. **She said to her son, "Never tell a lie."**
    (a) She forbade her son to tell a lie.
    (b) She advised her son not to tell a lie at all.
    (c) She forbade her son not to tell a lie at all.

12. **He said to us, "my dogs were not barking at you."**

(a) He said to us that his dogs had not been barking at us.
(b) He said to us that his dogs were not barking at us.
(c) He told to us that his dogs had not been barking at us.

**QUESTION 1 : Three suggested answers in the Indirect Narration are given to each of the following bold type sentences in the Direct Narration. Choose the CORRECT one and write it down :-**

1. **She said to me, "My father went to your house yesterday ?"**
   1. She said to me that my father went to your house the previous day. 2. She said to me that her father had gone to your house yesterday. 3. She said to me that her father had gone to my house the previous day.

2. **You said to him, "yes, I am writing a letter to him now."**
   1. You said to him that you were writing a letter to him then. 2. You said to him that yes I was writing a letter to him then. 3. You said to him that yesyou were writing a letter to him now.

3. **They said to us, "We were preparing ourselves for the examination."**
   1. They said to us that were preparing ourselves for the examination. 2. They said to us that we had been preparing ourselves for the examination. 3. They said to us that they had been preparing themselves for the examination.

4. **You said to him, "Why did you call me names yesterday ?"**
   1. You asked him why you called him names the previous day. 2. You asked him that' why you called him names the previous day. 3. You asked him why he had called you names the previous day.





5. **She said to us, "Are you going to the pictures tonight ?"**
   1. She said us if you were going to the pictures tonight. 2. She asked us if we were going to the pictures that night. 3. She asked us if we had been going to the pictures that night.

6. **He said to me, "Please lend me your bicycle for a day."**
   1. He said to me to please lend him my bicycle for a day. 2. He requested me to please lend him my bicycle for a day. 3. He requested me to lend him my bicycle for a day.

7. **She said to them, "Do not beat my brother for nothing."**
   1. She requested them not to beat my brother for nothing. 2. She forbade them to beat her brother for nothing. 3. She forbade them not to beat her brother for nothing.

8. **They said to him, "How deep this river is !"**
   1. They exclaimed how deep that river was. 2. They exclaimed that that river was very deep. 3. They exclaimed that how deep was that river.

9. **She said to me, May you succeed in life !"**
   1. She prayed that I might succeed in life. 2. She exclaimed that I may succeed in life. 3. She wished that I may succeed in life.

10. **He said, "Would that I were rich !"**
    1. He prayed that he was rich. 2. He wished that he was rich. 3. He wished that had he been rich.

11. **"May I come in, Sir ?" Said he to me.**
    1. He prayed respectfully that he might come in. 2. He wished respectfully if he might come in. 3. He asked me respectfully if he might come in.

**12. She said to me, "What are you doing here ?"**
1. She asked me what I was doing there. 2. She asked me. what I was doing there. 3. She asked me what was I doing there.

**13. He said to them, "What will you do for your country ?"**
1. He asked them what would they do for their country. 2. He asked them what they would do for their country. 3. He asked them that what they would do for their country.

**14. Mother said to me, "Trust in God do the right."**
1. Mother advised to me to trust in God and do the right. 2. Mother advised me to trust in God and to do the right. 3. Mother advised me to trust in God and should do the right.

**15. I said to my friends, "Virtue is its own reward."**
1. I said to my friends that virtue is its own reward.
2. I advised my friends that virtue is its own reward.
3. I said to my friends that virtue was its own reward.

**16. We said to her, "You love your children."**
1. We said to her that she loves her children. 2. We said to her that she love her children. 3. We said to her that she loved her children.

**17. The teacher said to his pupils, "Why are you wasting your time now ?"**
1. The teacher asked his pupils why were they wasting their time then. 2. The teacher asked to his pupils that why they were wasting their time then. 3. The teacher asked his pupils why they were wasting their time then.

**18. The doctor said to her, "Do not take this medicine before you eat anything.**
1. The doctor forbade her to take that medicine

(Continued to page 72)





## اس کتابچے کے مطالعہ کے لیے ضروری ہدایات

(1) اس کتابچے کے مضمون کو سمجھنے کا انحصار دو باتوں پر ہے: (1)-- PRONOUNS اور (2) TENSES۔ اس لیے سب سے پہلے ان ہی کو ذہن نشین کرنے کی بھرپور کوشش کیجیے اور جب تک آپ یہ نہیں سمجھتے اور ان کے استعمال پر پوری طرح قادر نہیں ہو جاتے آگے قطعاً نہ پڑھیے، خواہ آپ کو اسی پر چار پانچ دن یا اس سے بھی زیادہ ہی عرصہ کیوں نہ لگ جائیں۔

(2) PERSONAL PRONOUNS کا بیان اچھی طرح سمجھ لینے کے بعد پہلی EXERCISE کو حل کیجیے اور VERBS کے بیان کو اچھی طرح سمجھ لینے کے بعد دوسری EXERCISE کو۔ پھر جب تک ہر ایک EXERCISE انگریزی کے کسی ماہر معلم سے CHECK نہ کرا لیں اگلی EXERCISE کو حل نہ کیجیے۔ اگر غلطیوں کی تصحیح کے بعد ہی آپ آگے بڑھتے رہیں گے تو آپ کی غلطیاں پختہ سے پختہ تر ہوتی چلی جائیں گی اور آپ کبھی اُن سے پیچھا نہ چھڑا سکیں گے۔

(3) اس کے بعد پہلے ASSERTIVE، پھر IMPERATIVE، پھر INTERROGATIVE، پھر EXCLAMATORY اور پھر OPTATIVE فقروں کو بار بار ---- کم از کم تین تین دنوں میں ---- بڑے غور سے پڑھیے اور جب مثالوں سے اخذ کیے ہوئے قاعدے اچھی طرح سمجھ میں آجائیں تو ہر ایک EXERCISE کو ---- پیرا نمبر 2 کی ہدایات کے مطابق ---- باری باری حل کیجیے اور چیک بھی کرائیے۔

## ضروری ہدایات

(4) تمام اقسام کے فقروں ---مندرجہ بالا ہدایات کے مطابق --- فارغ ہو جانے کے بعد پہلے MICELLANEOUS SENTENCES اور پھر پہلے APPENDICES کی طرف آجایئے اور اُن کی EXERCISE کو بھی حل کر کے لازمی طور پر CHECK کرایئے۔

(Continued from page 70)

before she ate anything. 2. The doctor forbade her to take that medicine before she eats anything. 3. The doctor advised her to take that medicine before she ate anything.

19. **You said to him, "Why did you eat three eggs ?"**
1. You asked him why he ate three eggs. 2. You asked him why had you eaten three eggs. 3. You asked him why he had eaten three eggs.

20. **They said, "May Pakistan progress by leaps and bounds."**
1. They prayed that may Pakistan progressed by leaps and bounds. 2. They prayed that Pakistan might progress by leaps and bounds. 3. They prayed that might Pakistan progress by leaps and bounds.